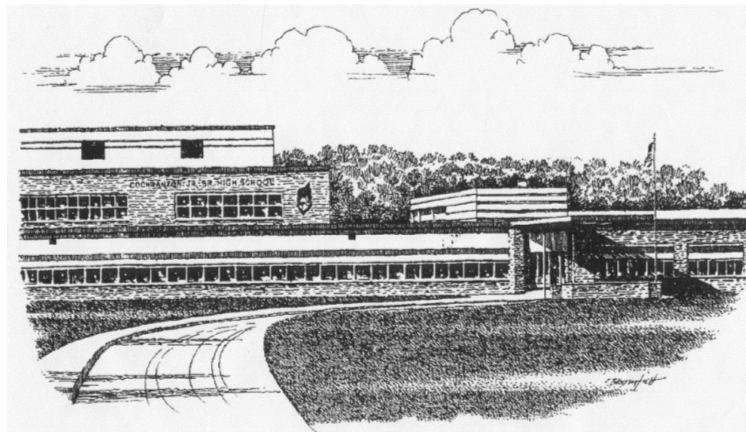


Cochran Junior Senior High School



Student Handbook 2022 - 2023

**Cochranton Junior-Senior High School
105 Second St.
Cochranton, PA 16314
Telephone (814) 425-7421
Fax (814) 425-2071
www.craw.org/chs.htm**

**Donald K. Wigton, Principal
Zach T. Cowher, Assistant Principal**

**Simoan Ray, Senior High Guidance Counselor
Adam Volkstadt, Junior High Guidance Counselor
Deseree Erdley, Office Secretary
Anita McCurdy, Guidance Secretary
Lisa Hutz & Lisa Ramirez, Nurse
Zach T. Cowher, Athletic Director
Mark McGuire, Building and Grounds Manager**

**Crawford Central School District
11280 Mercer Pike
Meadville, PA 16335
www.craw.org**

This agenda book belongs to:

Name _____

Internet Acceptable Use Policy _____

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SCHOOL CALENDAR

2022- 2023

August 31	Wednesday	First Student Day
September 5	Monday	Labor Day - No School
October 10	Monday	Act 80 Day
October 28	Friday	Teacher In-Service
November 3	Thursday	Parent Conference (1/2 day school)
Nov. 24 - Nov. 28	Thurs. - Mon.	Thanksgiving Vacation - No School
Dec. 23 - Dec. 30	Fri. - Mon.	Christmas Vacation - No School
January 16	Monday	Martin Luther King Day – No School
January 20 – 23	Fri. – Mon.	Teacher In-Service - No School
January 24	Tuesday	Second Semester Begins
February 17 - 20	Fri. – Mon.	Presidents’ Day Break – No School
April 6th – April 10	Thurs.-Mon.	Easter Vacation - No School
May 26 - 29	Fri. - Mon.	Memorial Day Break
June 7	Wednesday	Last Student Day/Graduation
June 8	Thursday	Last Teacher Day

*Snow make-up days will be in this order:
February 17,20, April 1, 10, May 26,2023

GRADUATION, FRIDAY, JUNE 7, 2023 AT 7:00 P.M.

FACULTY		
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		ROOM
WIGTON, DONALD K.	PRINCIPAL	100
COWHER, ZACH T.	ASSISTANT PRINCIPAL	100
ANDRACKI, ELIZABETH	ENGLISH	120
ANDRAE, EVAN	BUSINESS	117
BAKER, SUSAN	LEARNING SUPPORT	126
BALL, RYAN	READING	119
BAZAN, ZACHARY	MATH	106
CANFIELD, PHIL	CHEMISTRY	108
CARKIN, JAN	SOCIAL STUDIES	124
CHAFFEE, HUNTER	ENGLISH	113
CIERNIAKOSKI, ROB	MEDIA SPECIALIST	118
ERDLEY, DONALD	SOCIAL STUDIES	104
GUNN, KELLY	FAMILY CONSUMER SCIENCE	137
HEIM, MICHELE	LEARNING SUPPORT	128
HUTZ, LISA	NURSE	100L
KLEPADLO, RONALD	SPANISH	129
KOSIENSKI, GAIL	BUSINESS	115
KUHN, DARA	LEARNING SUPPORT	127
LEONARD, KELLI	HEALTH/PHYS. ED.	145A
McFERREN, LISA	ART	139
MILLER, CARL	MUSIC	140
MILLER, RACHEL	MUSIC	141
MORRISON, JAROD	MATH	109
NELSON, JENNA	MATH	125
OLSON, BRIAN	HEALTH/PHYS. ED.	143
ONDERKO, HEATHER	ENGLISH	111
PARIS, HEATHER	FRENCH	133
RAMIREZ, LISA	NURSE TECHNICIAN	100L
RAY, SIMOAN	GUIDANCE	131
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SVIRBLY, JOHN	MATH	122
TERRILL, APRIL	MATH	110
VOLKSTADT, ADAM	SOCIAL STUDIES/GUIDANCE	121
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WRIGHT, KIM	SCIENCE	107
YOST, CHRISTOPHER	TECH. ED.	138
ZAMPERINI, DAVID	SOCIAL STUDIES	132
ERDLEY, DESEREE	OFFICE SECRETARY	100
MCCURDY, ANITA	GUIDANCE SECRETARY	131
COWHER, ZACH	ATHLETIC DIRECTOR	

BELL SCHEDULES

Daily Bell Schedule

LOCKER	7:40 – 7:46
HOMEROOM	7:46 – 7:51
PERIOD 1	7:54 – 8:44
PERIOD 2	8:47 – 9:27
PERIOD 3	9:30 – 10:10
PERIOD 4	10:13 – 11:03
PERIOD 5	
A LUNCH	11:06 – 11:36
B LUNCH	11:36 – 12:06
C LUNCH	12:06 – 12:36
PERIOD 6	12:39 – 1:29
PERIOD 7	1:32 – 2:22
PERIOD 8	2:25 – 3:05

AM – Activity Bell Schedule

LOCKER	7:40 – 7:46
HOMEROOM	7:46 – 7:51
ACTIVITY	7:54 – 8:24
PERIOD 1	8:27 – 9:04
PERIOD 2	9:07 – 9:44
PERIOD 3	9:47 – 10:24
PERIOD 4	10:27 – 11:03
PERIOD 5	
A LUNCH	11:00 – 11:30
B LUNCH	11:33 – 12:03
C LUNCH	12:06 – 12:36
PERIOD 6	12:39 – 1:29
PERIOD 7	1:32 – 2:22
PERIOD 8	2:25 – 3:05

PM – Activity Bell Schedule

LOCKER	7:40 – 7:46
HOMEROOM	7:46 – 7:51
PERIOD 1	7:54 – 8:44
PERIOD 2	8:47 – 9:27
PERIOD 3	9:30 – 10:10
PERIOD 4	10:13 – 11:03
PERIOD 5	
A LUNCH	11:00 – 11:30
B LUNCH	11:33 – 12:03
C LUNCH	12:06 – 12:36
ACTIVITY	12:39 – 1:09
PERIOD 6	1:12 – 1:48
PERIOD 7	1:51 – 2:27
PERIOD 8	2:30 – 3:05

TWO HOUR DELAY

LOCKER	9:40 – 9:48
HOMEROOM	9:48 – 9:53
PERIOD 1	9:56 – 10:25
PERIOD 2	10:28 – 10:57
PERIOD 5	
A LUNCH	11:00 – 11:30(30 MIN)
B LUNCH	11:33 – 12:03(30 MIN)
C LUNCH	12:06 – 12:36(30 MIN)
PERIOD 3	12:39 – 1:06(27 MIN)
PERIOD 4	1:09 – 1:36(27 MIN)
PERIOD 6	1:39 – 2:06(27 MIN)
PERIOD 7	2:09 – 2:36(27 MIN)
PERIOD 8	2:39 – 3:05(26 MIN)

Half Day – All Periods Meet

LOCKER	7:30 – 7:48
HOMEROOM	7:48 – 7:56
PERIOD 1	7:59 – 8:19
PERIOD 2	8:22 – 8:42
PERIOD 3	8:45 – 9:05
PERIOD 4	9:08 – 9:28
PERIOD 5	9:31 – 9:51
PERIOD 6	9:54 – 10:14
PERIOD 7	10:17 – 10:37
PERIOD 8	10:40 – 11:00

NATIONAL ANTHEM

**Oh! say, can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, thru' the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
Oh! say, does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?**

Francis Scott Key

ALMA MATER

**Hail to thee, Oh Cochranon High School
may your banners wave on high,
we give to thee our love and devotion,
singing thy praises to the sky.
Glory and honor be yours ever more,
placing your red and white colors to the fore.
Hail to thee, Oh Alma Mater,
we'll sing thy praises, ever more.**



James R. Reid

NONDISCRIMINATION – Adopted 6/27/79

To comply with federal and state laws and regulations concerning equal rights and opportunities and to assure these within our school community, the Crawford Central School District declares it to be an Equal Rights and Opportunities School District. It does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status or disabilities. The School district's commitment to nondiscrimination extends to students, employees, prospective employees, and the community.

COCHRANTON JUNIOR-SENIOR HIGH SCHOOL PHILOSOPHY AND OBJECTIVES

It is our belief that all students can learn and are entitled to the best educational opportunities we can provide them, based on their specific needs, abilities, and interests. We also believe that students should be instilled with an appreciation of the fact that such an education is not only their right, but is also a privilege provided by the democratic society in which they live. In order to perpetuate this society, we have a responsibility, in partnership with parents and the community, to help each student develop physically, mentally, socially, emotionally, philosophically, and morally to the fullest extent possible. Furthermore, we as educators, recognize that the teacher is no longer necessarily, an imparter of knowledge but a facilitator of learning, one who recognizes individual differences and employs various teaching techniques to help each student actively pursue his or her goals. With these basic principles in mind, our specific objectives are to help students:

- Develop a sense of self-esteem.
- Learn to respect people of all races, creeds, and nationalities.
- Learn to respect and preserve the environment.
- Recognize that we live in a global community where all nations depend on each other.
- Develop effective communication skills, reading, writing, speaking, and listening.
- Master fundamental mathematical skills.
- Acquire knowledge of our national heritage and our democratic form of government.
- Acquire knowledge of modern scientific processes.

- Gain basic computer literacy.
- Develop critical thinking skills.
- Develop research skills.
- Develop creativity and imagination.
- Develop worthy leisure skills.
- Learn to appreciate a variety of art, music, and literature.
- Plan for a realistic future vocation.
- Learn practical skills, which will be an asset in the job market.
- Learn practical skills, which will enhance daily living skills.
- Develop attitudes, skills, and habits that result in safe practices throughout life.
- Maintain good health and develop an optimal level of physical fitness.
- Develop an awareness of the dangers of drugs and alcohol abuse.
- Learn to seek and accept help from others when problems arise in any area of school life.
- Contribute to their school by choosing to participate in class room projects and extra-curricular activities.

SCHOOL PROFILE: COMMUNITY DESCRIPTION:

Cochranton is located on Route 322 in the southeast corner of Crawford County near the Mercer and Venango County lines. I-79 is approximately eight miles west and provided easy access to Erie (50 miles north) and Pittsburgh (100 miles south). While Cochranton is primarily a farming community, it also has some industries that employ several area residents.

SCHOOL DESCRIPTION:

The attendance area for Cochranton Junior Senior High School includes Cochranton Borough, East Fairfield Township, Fairfield Township, French Creek Township, and Wayne Township.

The current enrollment is 396 students in grades 7 through 12. There are 28 regular classroom teachers, three learning support teachers, one librarian, and one and one-half counselor. The student-teacher ratio is approximately 14.1.

Class periods are approximately 50 minutes long, and classes meet five periods per week with the exception of lab courses, vocational courses, etc. as described in the back of this handbook.

I. ATTENDANCE

ATTENDANCE PROCEDURES

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.

Cochranton Junior Senior High School follows pupil accounting procedures established by the Pennsylvania Compulsory School Attendance Laws. Since good attendance and grades are highly correlated, Cochranton Junior 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.

CLASS TARDINESS

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 ten (10) minutes will constitute a class cut. If a student is out of a class beyond ten (10) minutes and abuses the hall pass, it will be considered a cut.

COLLEGE VISITATIONS

College visitations are granted as part of the 10 day parental excused days. Permission for a college visit after being placed on a medical letter is at the discretion of the principals.

EARLY DISMISSAL

Students may be excused from school for medical appointments, counseling sessions, funerals, court, etc. 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 leaving the school. Email or faxes are acceptable with a parent signature.

Appointments **WILL BE VERIFIED** from time to time by calling the place of the appointment. 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 THEMSELVES 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.

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 11:30 A.M. 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.

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 he/she receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.

Parents/Guardians may excuse their students for up to 10 days for any reason as long as a signed excuse is sent in within 3 days of the absence. Vacation forms are required for absences of 3 days or more and must be submitted prior to the vacation. Medical/Court Appointments (with proper documentation turned in) do NOT count toward the 10 days.

Acceptability of excuses will be determined by the school attendance officials. Notification of the parent by phone DOES NOT insure that an excuse will be considered legal. A written, signed excuse is still required.

If a student does not turn in an excuse signed by a parent or guardian OR has used up his/her 10 days and does not have a medical/court excuse, the absence is, unexcused.. The first time an unexcused absence occurs the parent will receive a first warning letter. A second warning letter will be sent to the parent after the second unexcused absence. **ANY ADDITIONAL UNEXCUSED 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.

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".

PARENT SPONSORED EDUCATIONAL/VACATION TRIPS

Students must adhere to the following guidelines to be eligible to leave school to attend a parent sponsored trip for 3 days or more. 1 or 2 day trips only require a parent written excuse. Students must...

- A. Present a written request from his/her parent or legal guardian indicating the dates of absence.
- B. Acquire signatures from all subject teachers on the form provided by the attendance secretary. Teacher's signature indicates their knowledge and awareness of your impending absence.

This information is to be provided to the attendance secretary for administrative approval a minimum of ONE DAY 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/vacation 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. Vacations may be unexcused at the administrations discretion if the student has a failing grade in any class.

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.

<p style="text-align: center;">PROCEDURE REGARDING ALL EXCUSED/UNEXCUSED ABSENCES</p>
--

A parental excuse (excused absence) will be accepted for any day's absence to a total of TEN (10) days absence through-out 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.

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.

REQUIREMENT FOR MEDICAL EXCUSES

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/her 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.

The following is a copy of the policy as adopted by the Board of Directors:

The Crawford Central Board of School Directors believes that regular attendance in school is a necessary condition for a student to secure maximum benefit from the public school programs being provided. It is hereby authorized that 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 TEN (10) school sessions and/or ten (10) school days in any school term. Failure to provide the requested medical excuse may result in such absence being classified as unexcused and/or unlawful depending upon the age of the student.

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.

TARDINESS TO SCHOOL

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.

- 1. 4 - 6 unexcused tardies – Lunch detention will be assigned for that day.**

2. 7 - 10 unexcused tardies – Formal detention will be assigned.
3. 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 9:45 A.M. are considered to be absent for 1/2 of a day. Students that arrive after 1:30 P.M. are considered to be absent for the whole day.

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.

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 425-7421 extension 3 anytime before 8:30 A.M.

When the student returns to school, they must present a written excuse from a parent/guardian within 3 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. .

II. GENERAL INFORMATION

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.

ANNOUNCEMENTS

General announcements are made each day during homeroom period, Student Council or Speech and Drama Class members will make them on Channel 79. 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 chsannouncements@crow.org prior to 7:35 A.M. each school day. No announcements will be made without proper approval.

BACKPACKS AND COATS

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

1. Students are not permitted to carry bookbags (backpacks) from class to class.
2. 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. 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 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.

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.

CARD PLAYING

Card playing is permitted in the school building; however, NO forms of gambling or poker games are permitted.

CCCTC STUDENTS

8:20 A.M. - Depart for CCCTC

- **Disciplinary Actions for Missing the CCCTC Bus**
 1. 1st offense - one detention
 2. 2nd offense - two detentions
 3. 3rd offense - discretion of administration
- **CCCTC Field Trips: Students who will take all day field trips from the CCCTC school must make previous arrangements through home school. This includes completing a form granting permission from the teachers of the classes missed and the Principal. Permission will not be granted if the student is failing a class or has irregular attendance.**
- **Schedule for CCCTC Students:**
 1. **Sophomore and Junior A.M. Students**
 - 11:30 A.M. – Return to CHS
 - 11:33 – 11:53 A.M. Lunch
 - 11:56 – 12:36 – 5th Period at CHS
 2. **P.M. students in the 11th and 12th grade**
 - 11:00 – 11:20A.M. – PE on W, R – Lunch MTF at CHS
 - 11:23 – 11:33A.M. - Lunch on bus W, R
 - 11:35 A.M. – Leave CHS to CCCTC
 3. **Students are NOT permitted to drive to CCCTC without permission (written) from the CCCTC and from home school. Students may NOT ride with other students without written permission from all parent/guardian involved and the principal.**
 4. **Students must report to their scheduled class upon arrival at Cochranon.**
- **Students Not Reporting To CCCTC: A student driving to and from CCCTC who does not report to their destination will be disciplined at the discretion of the administration. Repeated violations could result in loss of driving privileges.**
- **Credit Information for CCCTC Students**
 1. **All students must take a minimum of 3.4 credits Cochranon Junior-Senior High School.**
 2. **If scheduling permits, CCCTC students must take four credits in social studies. A fourth social studies course can be waived for a CCCTC student and replaced by an elective**

if a satisfactory schedule can not be devised.

3. Principals will have the final decision on all schedule changes or alterations where a problem is involved.

CELL PHONES

Complete CCSD Policy 237 available at www.craw.org or by request

1. Cell phones (and all other Electronic Devices) must be put away, turned off/vibrating, or per classroom teacher instruction
 - Cell phones may be used for educational use, this is at the discretion of the individual teacher and the nature of the class they are teaching.
 - Cell phones must not become a disruption to class per the rules set forth by the students' teacher. Disruption will result in disciplinary action.
 - Cell phones may be use during lunchtime and between class transitions. This is no excuse to be tardy for class. He building administrators reserve the right to change this privilege on the "as need" basis.
2. Violations of cell phone usage in school will result in the following progressive discipline guidelines set forth by CCSD
3. Sexting (the sending of sexually explicit photographs by use of an Electronic Device)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.
4. If a student is using his or her cell phone in order to commit any academic dishonesty, 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.
5. 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. 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.

6. **The School District is not responsible to a student or his or her parents or guardian for lost, stolen, or damaged cell phones. It is the School District’s recommendation that cell phone remain at the student’s home. If a student brings a cell phone to school, he or she is responsible to follow this policy on use of cell phones and to keep the cell phone secure at all times.**

<p style="text-align: center;">SCHOOL BOARD POLICY 709.1 ELECTRONIC SURVEILLIANCE</p>
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The Crawford Central School District adopted Policy 709.1 Electronic Surveillance on July 29, 2013: “...recognizes the need to maintain security of school facilities for reasons of safety, vandalism, and theft. (Video monitoring)

<p style="text-align: center;">DISPLAY OF POSTERS AND OTHER MATERIALS</p>
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1. **All materials must be approved by the administration prior to being displayed.**
2. **Generally only posters emanating from the Crawford Central School District and area vocational school activities will be accepted.**

<p style="text-align: center;">DRESS CODE - CCSD</p>

The Crawford Central School District believes that student dress and grooming should promote safe schools and a professional, 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 a professional and 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 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 IS 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. Stylistic holes and tears are authorized. However, students' undergarments are not to be visible at any time and must not prove to be cumbersome or compromise safety in any way.

4. Administrators reserve the right to deem an article of clothing inappropriate for school wear.

5. Permitted garments shall be clean, in good repair.

6. Bathing/swimming wear, sleep wear (including pajamas), cut-off shorts, slippers etc. are not permitted.

7. School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration. All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

ACCESSORIES

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.

FOOTWEAR

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 bare feet are examples of unacceptable footwear.

HEAD COVERINGS/SUNGLASSES

Curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

Caps, hats, hoods 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.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

LOWER GARMENTS

Undergarments shall not be visible at any time. Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.

Shorts and skirts must be near the tips of the fingers with arms fully extended and shoulders relaxed.

OUTERWEAR

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.

UPPER GARMENTS

All shirts, tops, and dresses must have sleeves that cover the shoulder in fabric. Clothing will completely cover the torso (from shoulders to hemline and no visible undergarments). Necklines and hemlines should reflect an appropriate environment for learning not a social setting.

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.

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.

DRESS CODE 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 Detention/Change Clothing

Third Offense – Parent Notification/In of School Suspension

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/guardian and initialed by the student's teachers will be required of all students participating.

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 principal will make an announcement to signal the time to re-enter the building.**

GYM EXCUSES

Students who do not participate in the regular school gym program must present a written excuse from their family physician to the gym teacher. The gym teacher should record and sign the excuse and turn it over to the nurse who will record it on the health record and file it in the permanent record file. The gym teacher should require that gym excuses be renewed at the beginning of each school year.

HALL PASSES

Hall Passes may be issued to students who need to leave the room; however, proper discretion should be exercised in excusing pupils, without Agenda Books, from the classroom. No student is to be released from a study hall to go to another faculty member unless that teacher has previously signed a hall pass.

I. D. CARD/DEBIT CARD

Photo I.D. cards are provided to each student at the beginning of the school year. Theses I.D. cards are used by the library for checking out materials and by the cafeteria as a debit card. Any dollar amount may be sent to the school in the form of cash or check (checks are made out to CCSD Cafeteria Account), and deposited into the student's account.

Students may use their I.D. card during lunch to purchase food. Students on free or reduced lunch will also use their I.D. cards to purchase lunches. Cash or check will be received by the cafeteria in the mornings and during lunch shifts. The school provides the first I.D. card. If the student I.D. card is lost or stolen a new card may be purchased. The cost of the second card is \$2.00 and the cost of the third card is \$5.00. Cards may be purchased through the library. In the event that a student has used all of his/her money on their card, a peanut butter and jelly sandwich will be served for lunch until additional money has been added to the card.

INCLEMENT WEATHER

If the school is on a 2 hour delay or closed due to weather or other emergencies, periodic announcement will be made by W.M.G.W. radio, W.E.O.Z. radio, Meadville Master Antenna-Channel 23, and www.craw.org and blackboard telephone calling system. 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 9:51 a.m.

LIBRARY

The atmosphere of the library will be quiet and orderly. It is an area for serious work and confusion won't be tolerated. Please note: School Laws of Pennsylvania, Sec. 427, Act of June 14, 1961, P.L. 324 reads in part: Any person who willfully cuts, marks, mutilates, or otherwise injures any other property belonging in or to any public school, will be deemed to be guilty of a misdemeanor, and may be prosecuted for said offense before any court of competent jurisdiction.

- **Full Period Passes:**
 - a. Students wishing to use the library during study hall, will report directly to the library where they will sign in using their Library Bar Code Number. Sign-in sheets will be delivered to the designated study halls. Students are to remain in the library for the entire period. Students wishing to use the Library before 8:00 A.M. will obtain an early morning pass from the office.
 - b. The library is closed during "B" lunch.

- **Limited-Time Passes: (Green Pass)** A classroom teacher (NOT STUDY HALLS) may send a student(s) to the library for specific research utilizing the general hall pass. This pass must indicate the exact time students left and the time they are to return.
- **Book Circulation:**
 - a. Students and staff will be given library cards, which they will use when checking out library materials.
 - b. Most books and magazines may be checked out for a two-week period and may be renewed.
 - c. Reserved books may be checked out at the end of the school day and must be returned before first period of the following day.
 - d. Due to the age and cost of our reference collections, reference books may NOT circulate. Older atlases, encyclopedias, dictionaries, and almanacs are available for circulation.
- **Fines:** The fine for overdue material is 5 cents per school day only. The fine on an item will not exceed \$1.00.
- **Library Offenses:**
 - a. Any theft or mutilation of books, or other library materials, or furniture will result in the loss of all library privileges for the year and payment of damages.
 - b. For the benefit of all, students are expected to work and study quietly in the library.
 - c. The librarian has the authority, through the principals, to suspend library privileges of those who do not cooperate. She will send offenders back to study hall indicating the time they left the library. Any student asked to leave the library will not be permitted back in the library until the end of the nine-weeks grading period.
 - d. Students consistently having overdue library materials may find their library privileges suspended until their obligations are met.
 - e. The library computers and those in the lab adjacent to the library are monitored. Under no circumstances are students permitted to load or run programs from home on these computers; nor are they permitted to change the computer configuration in any way. Violation of this policy will result in detention and/or computer privileges being denied.

LOST OR DAMAGED BOOKS:

Pupils will be obligated to pay for books lost and will be fined for damaged books. Students are not permitted to participate in any extra-curricular activity until all obligations have been met. Report cards may not be issued, and if at the end of the school year, promotion to a higher grade may not be made as well.

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 in the locker. 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 office.

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.

LOST AND FOUND

All lost articles will be kept in the lost and found box in the cafeteria. Lost articles should be claimed as soon as possible. Articles unclaimed after a reasonable period of time will not be retained.

PROFANITY TOWARD STAFF

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

**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/Guidance Office 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/Guidance Office in writing by September 30th. Letters should be addressed to:

Mr. Thomas K. Washington, Superintendent
Crawford Central School District
1280 Mercer Pike, Meadville, PA 16335

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. Lockers

a. Students' 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, lockers may be searched pursuant to established guidelines.

b. Students lockers may be individually searched by school officials when there is a reasonable suspicion that they may contain illegal or prohibited articles or articles which would constitute a danger to the health, welfare or safety of the student body or staff.

c. 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 locker may be searched without prior

warning or the presence of the student.

d. Illegal or prohibited articles found in the student's lockers may be seized and used for evidence in disciplinary, juvenile or criminal proceedings.

2. Automobiles

a. Automobiles parked on school property may be searched with the knowledge and permission and in the presence of the student, driver or owner.

b. 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:

a. 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.

b. 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 this person, said student may be asked to voluntarily reveal the contents of his/her pockets, pocket books, book bags, or handbags.

c. 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. A clear and immediate threat to the health, welfare and safety of other students or school employees is reasonably believed to exist.

b. A search that is incident to a lawful arrest.

c. 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.

a. Information regarding illegal objects or substances received from unnamed students.

b. Observations from teachers or other personnel of suspicious activity by the students.

c. Increased use of the student assistance program for counseling students with drug problems.

d. Calls received from concerned parents regarding illegal objects or substances.

e. Any observation reflecting a growing number of students carrying beepers and cell phones.

f. Any observation made by any person of students in possession of large quantities of money.

g. The observed increased use of cell phones by students.

h. The observation of students exhibiting physical signs of chemical use such as dilated pupils or any other physical sign.

i. Any other specific information received by an Assistant Principal or Principal indicating that drug activity is present within their school building.

STUDENT ASSISTANCE PROGRAM

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 troubles, so are the teachers, counselors, administrators, and other school staff. The Student Assistance Program (SAP) is a systematic, professional and realistic response to student programs.

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 : 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 or 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 INTERNET ACCEPTABLE USE (POLICY 815)

Students 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 serve 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 Recourses

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.

STUDENT USE OF SCAFFOLDING & LADDERS PROHIBITED

The School District is required to protect students from known dangerous situations. Consequently, if school personal 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/she has successfully completed curriculum-based safety training in the use of scaffolding and ladders.

STUDENT VEHICLES

- **Students must make application and students must always park in the student parking lot. NO EXCEPTIONS!**
- **Cars must be parked upon arrival and are not to be returned to until departure from school. CCCTC students must park in the school lot.**
- **The driver is primarily responsible for observing all safety precautions, laws, and school regulations. (Entrance and exit must be made in a slow, safe manner)**
- **The driving permit decal will be issued by school authorities. If it becomes defaced or lost, please advise the office.**

STUDY HALLS

Each student in the study hall must have/bring something with which to occupy him/her for study purposes. Study hall teachers may issue passes to the office, counselor's office or 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 should be indicated on the pass.

TORNADO DRILL

Students should use the following procedures:

1. Whenever possible, go to an interior hallway on the lowest floor.
2. Follow the directions posted in each classroom for the safest route and areas in which to take cover.
3. Assume a curled up position on the floor as close to the wall as possible.
4. **DO NOT LOOK UP!** Glass and debris will be flying through halls.

UNUSUAL CIRCUMSTANCIES

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.

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.

USE OF TELEPHONE

Students are permitted to use the telephone in the main office before and after school. If the telephone in the main office is not in service, then students will be allowed to request permission to use their cellphone in the main office.

VISITORS

All visitors will be required to report to the office before entering any part of the school building.

All visitors must have an identification badge to enter any part of the school building.

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.

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.

III. STUDENT ACTIVITIES AND ATHLETICS

Student activities are a vital part of the educational program at Cochranon Junior 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.

ATHLETICS AND ARTS

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

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Boys' Basketball	Boys' Volleyball
Football	Girls' Basketball	Softball
Girls' Volleyball	Wrestling	Baseball
Football Cheerleading	Basketball Cheerleading	JH Boys Volleyball
Girls JH Basketball	Wrestling Cheerleading	JH Girls Volleyball

CO-CURRICULAR/INTERSCHOLASTIC PARTICIPANTS POLICY
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CO-CURRICULAR/INTERSCHOLASTIC PARTICIPANTS

1. Purpose

The Crawford Central School District hereby declares that the purpose of this policy is to protect the health and well-being of our students, and the integrity of school activities. The Board establishes this policy to prevent substance abuse by our students who participate in co-curricular and/or interscholastic competition and student activities.

The Crawford Central School District recognizes and affirms the individual value and potential of each member of its school

community. The following guidelines have been developed to uniformly guide our 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 requested to sign and return the policy verifying his/her knowledge and acceptance of the guidelines.

2. Authority

Crawford Central School District has the right to adopt and enforce reasonable rules and regulations governing participation in co-curricular/extracurricular activities. Further the District deems that participation in co-curricular/ interscholastic activities is a privilege. By virtue of this authority and in keeping with the above-stated purpose, the District hereby declares as its policy that any student who is found to possess, use, or distribute any drugs or alcohol, as defined in Policy #227, shall be suspended in accordance with the disciplinary provisions set forth below.

In an effort to be uniform in the treatment of all students who may be affected by this policy, the District declares that this policy and these disciplinary suspensions shall apply to any student who possesses, uses or distributes any drugs or alcohol on or off school property, at any time whatsoever during the school year. School year, for purposes of this policy, shall be defined as commencing on the first day of fall sports season and ending on the last day of the spring sports season. Specifically, it applies to any violations that occur each and every day of the school year. The Board further declares that no exceptions to this policy will be made for any violations that occur after school hours, during any weekend or holiday break.

However, this policy shall be in full force and effect for any school-sponsored or Board approved activity that occurs anytime during the calendar year.

Consequently, any student who encounters or comes in contact with unlawful drug or alcohol use should leave that location immediately to avoid temptation and eliminate suspicion.

3. Guidelines

If the student is guilty of violating this policy, the following (sanctions) will be followed based upon whether the student is cooperative or uncooperative with the investigation:

First Violation - Suspension from all co-curricular and interscholastic activities for ten (10) participation days if cooperative and twenty (20) participation days if uncooperative. For interscholastic athletic participants, the first half of each sanction is total suspension (no practice or competition). The second half of the suspension shall be from competition, however, the student may practice.

If necessary, the Hearing Committee will determine if person(s) has been cooperative or uncooperative.

All reinstatements require the successful continued compliance with any and all licensed recommendations of drug and alcohol programs.

Noncompliance results in second violation sanctions.

Effective: 2001-2002 School Year

Second Violation - Suspension from all co-curricular and interscholastic activities for one year (365 days). Reinstatement requires successful completion of a licensed drug/alcohol treatment program. Noncompliance results in third violation sanctions.

Third Violation - Permanent suspension from co-curricular and interscholastic activities for the remainder of attendance in the Crawford Central School District.

All transfer students are required to disclose prior disciplinary sanctions. If disciplinary sanctions have occurred, the student will be referred to the Hearing Committee (defined in Section 5, Step III below) for possible placement under the second violation of the policy.

Each Coach/Advisor may have individual rules to be followed by participants.

Other Regulated Activity

- **Academic Eligibility – See Policy Below**
- **Attendance - Refer to standards established by Pennsylvania Interscholastic Athletic Association and/or individual school building.**
- **Language - Profane language will not be tolerated. Coaches/Advisors are expected to establish high standards for all students and are authorized to impose acceptable disciplines for continued and excessive use of profane language.**
- **School Equipment and Property - Students are responsible for taking care of equipment and honoring all property. Any student damaging equipment or school property will be**

required to reimburse the district for such damage and/or have criminal charges filed against him/her.

- **Tobacco** - Students will not be allowed to participate in any or all activities while under suspension for violation of tobacco use on school property. Violations are determined by Policy 222 and individual coach/advisory policy on use of tobacco.
- **Criminal Behavior** - Students found guilty of a misdemeanor or felony offense will be referred to the Hearing Committee for sanctions. The committee has explicit discretion to vary the sanctions according to the type of offense.

All transfer students are required to disclose prior disciplinary sanctions. If disciplinary sanctions have occurred, the student will be referred to the Hearing Committee (defined in Section 5, Step III below) for possible placement under the second violation of the policy. Each coach/advisor may have individual rules to be followed by participants.

4. Delegation of Responsibility

Any student, grades 7-12, who participates in a co-curricular or interscholastic activity that allegedly violates any provision of this policy will be questioned by the coach/advisor within seventy-two (72) hours after the coach/advisor receives a report of an alleged violation. It is the parent's responsibility to have the student present for such questioning.

Procedure

Step I - Responsibility of Coach/Advisor

- **Coach/Advisor** has the responsibility to confront the student and notify the athletic director and principal when credible report of a drug or alcohol violation has been received.
- **Admission of Violation:** Sanctions will be enforced with notifications to parents and committee.
- **Denial of Violation:** Notification will be made to Hearing Committee with appropriate documentation. Parents notified.
- **Refusal to answer questions or cooperate with the investigation:**
- **Based upon evidence received,** sanctions will be enforced with notifications to parents and committee.

Step II - Responsibility of Principal

- To follow and enforce the Pennsylvania Interscholastic Athletic Association guidelines.
- To follow and enforce the Crawford Central School District's policies regarding co-curricular and interscholastic activities.

Step III - Responsibility of Hearing Committee

- Document all violations of students in grades 7-12.
- Conduct an informal hearing and consider all facts presented by all interested parties.
- After an informal hearing, render a decision to impose sanctions or to dismiss accusations. A majority of vote of that committee present decides the outcome of the informal hearing. The building principal or his/her designee will notify the parents and student of actions taken by the committee.

Make-Up of Hearing Committee (District Wide)

- Three Administrators (Meadville Middle School, Meadville Senior High School, and Cochranon Junior-Senior High School)
- Two Athletic Directors (Meadville Senior High School and Cochranon Junior-Senior High School)
- Two Coaches/Advisors
- Coach/Advisor of Activity (nonvoting)
- Assistant Superintendent (nonvoting)

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.

EXTRA CURRICULAR ACTIVITIES

After-school Tutoring	Academic Team
Builder's Club	Student Council
Student Council	Travel Club
Drama Club	National Honor Society
French Club	Yearbook
Spanish Club	Intramural Bowling
Newspaper Staff	Weight-Lifting/Physical Fitness

GUIDELINES FOR STUDENT ACTIVITIES
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- 1. The school must sanction all student activities.**
- 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. Any needed equipment such as tables, chairs, microphones, lighting, etc. will be provided from the Athletic Director's Office.**
- 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.**

SCHOOL COLORS - Red and White

SCHOOL MASCOT - Cardinal

SPECTATOR BEHAVIOR

Cochranton Junior Senior High School students and parents 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, gestures, erratic behavior and unsportsmanlike conduct will not be tolerated.**
- 4. Home and visiting cheerleaders may use megaphones but must keep them in their possession at all times.**
- 5. Smoking is prohibited on school property during all events.**

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.

Eligibility is determined by noon on Friday of each week and runs from Sunday through Saturday of the following week.

STUDENT MUSICAL GROUPS

Marching Band

Concert Band

Stage Band

Pep Band

Winter Color Guard

Junior High Chorus

Senior High Chorus

Ensemble

IV. HEALTH SERVICES

Accident Reports: It is the policy of the Crawford Central School District that any student injured during extra-curricular activities must have an accident report on file. Coaches must submit the form to the office within 48 hours. The form will be mailed home. This is mandatory.

Accident Reports During School Hours: - It is the policy of the Crawford Central School District that any student injured at school must have an accident report filed within 48 hours of the accident. Forms are completed by the school nurse.

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.

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".

Guidelines: Medication to Students During School Hours: - The Crawford Central School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.

FOR PRESCRIPTION MEDICATION

1. The physician must complete a request form for the administration of medications 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. Any medication to be given during school hours should be delivered directly to the school nurse, the school principal or his designee by the parent or a responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. A consent form for prescription medications should be signed at this time.
4. In the absence of the school nurse, the school principal or his/her designee will administer the medication.
5. A prescription drug log will be kept for any child receiving prescription medicine during school hours.
6. Prescription medication will be kept in a locked container.
7. It is the parent's prerogative to come to school to administer medicine to his/her child.

8. The parent may send a daily dose of medication to school with a student mature enough in the parent's judgment for self-administration. However, the student must register the medication in the office with the principal or his/her designee or with the nurse and provide a note from a parent directing the student to take the medication. The note must include the name of the medication, the dose, time of dose, and how long the student will be taking the medication.

**Crawford Central School District
guidelines for the administration and self-administration of medication
during school hours**

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.

When medication absolutely must be given during school hours, the following procedures must be followed:

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

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.

Physicals - Vision tests, height and weight measurements are done annually on all students. All pupils in grade 7 & 11 and others who have a hearing problem receive an audiometric test. Scoliosis screening is performed on 7th grade students.

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.

V. 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 except for urgent reasons.

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 function 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 to 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:

A. Prior to Loading (On the road and at school)

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

B. While on the Bus

- 1. Go directly to an available or assigned seat and remain seated until leaving the vehicle.**
- 2. Keep head, hands and arms inside the bus.**
- 3. Keep the aisle clear.**
- 4. Loud talking and boisterous conduct are not permitted.**
- 5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, window, etc., must be paid for by the offender.**
- 6. Never tamper with the bus or any of its equipment.**
- 7. Do not throw anything out of the bus windows.**
- 8. Be quiet when approaching a railroad crossing stop.**
- 9. Behavior should be similar to regular classroom conduct except for ORDINARY conversation.**
- 10. Scuffling, fighting, horseplay, smoking, and profane or indecent language is STRICTLY FORBIDDEN.**
- 11. Pets are not permitted on school vehicles.**
- 12. Alcoholic beverages are not permitted on school vehicles.**

C. When Leaving the Bus

- 1. Students may not leave the bus at any stop other than assigned stops unless they have signed note from their parent/guardian permitting such a change in stop. This note must be countersigned**

- by the building principal.
2. The driver will not discharge riders at places other than the regular bus stops unless authorized by school officials.
 3. Do not push or shove when leaving the bus.
 4. Be alert to danger signal from the driver.
 5. Help look after the safety and comfort of other students.
 6. After alighting from 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.

D. Extracurricular Trips

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

E. 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.

F. Bus Driver Rights and Responsibilities

1. 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.
2. Bus drivers are authorized to assign seats to students.
3. The bus driver should establish proper rapport with passengers.
4. The bus driver is responsible for the safety and conduct of students while they are on the bus.
5. No bus driver shall require any student to leave the bus before such pupil has reached his/her destination.
6. No bus driver shall refuse to transport a student until informed by a building principal that official action has been taken denying transportation.

G. Disciplinary Action

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

- 1. 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.**
- 2. Second Offense - Same procedure as first offense. Possible suspension of bus privileges for one day or more (Form II).**
- 3. Third Offense - Same procedure as first offense. Three (or more) day's suspension of bus privileges (Form II).**
- 4. 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.

School bus accidents involving no injuries or only minor injuries (while in route to or from school):

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:**
- 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.

<p style="text-align: center;">SCHOOL BOARD POLICY 810.4 SCHOOL BUS ELECTRONIC SURVEILLANCE</p>
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The Crawford Central School District's Board has adopted Policy 810.4 School Bus Electronic Surveillance on July 20, 2013: "...to maintain proper standards of conduct for the safety of students who ride school buses and the drivers who drive them. The use of video/audio recordings may be placed on transportation vehicles to assist administration, contractors, and drivers for the purpose of observing behavior and preventing violation of bus rules and regulations."

Please inform your child that behavioral issues on the bus can lead to the privilege of provided transportation to and from school being revoked.

VI. DISCIPLINE GUIDELINES

<p>STUDENT BEHAVIOR: LEVELS OF MISCONDUCT AND CONSEQUENCES</p>

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. 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.

Lunch Detention – This is assigned and carried out by the school administration and teachers. This form of detention is assigned during the students’ regular scheduled lunch period. Students will report to the office or teacher’s classroom with their lunch if they purchase a school lunch. A packed lunch is optional and is permitted in the detention room. Students assigned lunch detentions are NOT PERMITTED to go to the cafeteria to purchase any additional food items. Students purchasing their lunch are limited to the “Main Event”.

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 3:10 P.M. – 4:00 P.M.

in a designated classroom. Formal detention is assigned Tuesday, Wednesday and Thursday. Failure to serve a formal detention will result in Saturday School being assigned.

***If you happen to be absent on the day you are to take personal 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 will be reminded the day of 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. Failure to serve a formal detention AUTOMATICALLY results in receiving a SATURDAY 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 1

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 Form” 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 1

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 Electronics, Cell phone, Pager, Etc.**
(Electronic devices are subject to confiscation)
- g. **Leaving the classroom without permission**
- h. **Cut class (1st offense)**

POSSIBLE CONSEQUENCES

- **Verbal/Written Warning**
- **Lunch Detention**
- **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 this includes ALL vaping products (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 (first offense)
- j. Cutting class (2 or more)
- k. Truancy
- l. Refusal to serve Lunch, Formal or Saturday detention.

POSSIBLE CONSEQUENCES

- Parent Contact
- Saturday Detention
- 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. Incurrigibility
- c. Possession/Use/Distribution of alcohol, narcotics or other restricted drugs or substances (this includes ALL vaping products).
- d. Teacher/Student assault

- e. Making, participating or being involved in a bomb/shooter 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.
- i. Possession/Use/Distribution of tobacco products (two or more times)
- j. Fighting (two or more times)

POSSIBLE CONSEQUENCES

- Parent Contact
- Suspension
- Referral to the Student Assistance Program
- Involvement of the Cochranon Borough 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 be expelled 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

POSSIBLE 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.**

BULLYING POLICY

Bullying of any form (hazing, intimidation, sexual harassment, Policy 247, 248, 248.1, 248.2) will not be tolerated at Cochran Junior Senior High School. Violations will follow the Crawford Central School District's bullying policy.

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

The Board prohibits all forms of harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

- 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.**
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.**
- 3. Otherwise adversely affects an individual's learning opportunities.**

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

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

In order to maintain an educational environment that discourages and prohibits harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of harassment.

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

The building principal shall be responsible to complete the following duties when receiving a complaint of harassment:

- 1. Inform the student or third party of the right to file a complaint and the complaint procedure.**
- 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.**
- 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.**
- 4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.**

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days from the date the report of harassment is received, unless additional time to complete the investigation is required. The report shall

include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the code of student conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

- 1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days from the date of the investigative report.**
- 2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.**
- 3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days from the date of appeal. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.**
- 4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.**

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Board Policy – 103, 103.1, 806

REPORT FORM FOR COMPLAINTS OF HARASSMENT

Complainant:

Home Address:

Home Phone:

School Building:

Date of Alleged Incident(s):

Alleged harassment was based on:

Name of person you believe violated the district’s harassment policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where incident occurred:

List any witnesses who were present:

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature Date

Received By Date

<p>CRAWFORD CENTRAL SCHOOL DISTRICT ALCOHOL AND DRUG POLICY STATEMENT</p>
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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 Program, hereafter referred to as S.A.P.

a. A student or any of the above named persons may contact any school employee to request a referral to the S.A.P. 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 SAP 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 PROGRAM S.A.P.) 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

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 SAT.
- 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 or uses drug or alcohol related paraphernalia.

PROCEDURE

- 3.1 **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.
- 3.2 **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.
- 3.2a **SAP INVOLVEMENT** - The SAP will be notified by the administration.
 - 3.3 **NOTIFICATION OF PARENTS** - The parent(s) will be notified by the administration.
 - 3.4 **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.
 - 3.5 **DISPOSITION OF SUBSTANCE** - The confiscated items will be labeled, documented and may be turned over to the police with a request for analysis.
 - 3.6 **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.
 - 3.7 **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: 4 A student is involved with or under the influence of drugs for the first time and is cooperative with the investigation.

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 the staff member or the principal.
- 4.2 **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.

- 4.3 **SAP INVOLVEMENT** - The SAP will be notified of the incident and will initiate appropriate action.
- 4.4 **NOTIFICATION OF PARENTS** - The parent(s) will be notified by the administrator.
- 4.5 **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.
- 4.6 **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.
- 4.7 **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: 5 The student is involved with or under the influence of drugs or alcohol for the first time and is uncooperative 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. (If the student refused to cooperate with the search, the police will be called to conduct the search.)
- 5.2a 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 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.
 - 5.6 **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.
 - 5.7 **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: 6 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

- 6.1 IMMEDIATE ACTION - The group sponsor, coach or accompanying administrator will be notified.**
- 6.2 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.**
- 6.2a SAT INVOLVEMENT - The SAP will be notified of the incident and initiate the appropriate action.**
- 6.3 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 number and addresses.)**
- 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. Signed release forms will be necessary before information can be shared with outside agencies.**
- 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 substances and/or items may be used as the basis for legal proceedings and as evidence.**
- 6.6 DISCIPLINE - The student will be dealt with according to the situation category that best suits the circumstances based on the principal's investigation.**
- 6.7 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: 7 The student is involved in a repeated offense of categories 3, 4, 5 or 6.

PROCEDURE:

- 7.1 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.**
- 7.2 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.**
- 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 contacted by the administrator.**
- 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 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.**

- 7.7 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: 8 The student delivers, transfers, or intends to deliver or transfer, or sells chemicals or alcohol to anyone.

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. 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 SAT, 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 substance and/or items may be used as a 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 for 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.

VII. STUDENT RIGHTS AND RESPONSIBILITIES

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

I. Free Education and Attendance

A. All person 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.

B. 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.

1. 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.

2. Tardiness to School or Class: Continual violation of school regulations as to class and school tardiness may result in suspension from school or class.

3. 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 9 school days in any school term. Failure to provide the requested medical excuse may result in such absence being classified as Unexcused.

C. 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.

D. 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.

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

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

- 1. The student should recognize that it is in his/her own best interest, to complete work as quickly as possible.**
- 2. 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**
- 3. 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.).**
- 4. 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.**
- 5. Pre-assigned term papers and projects are due on the date of re-admission unless appropriate arrangements have been made with the teacher.**

II. Student Responsibilities

A. 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.

B. 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.

C. It is the responsibility of the students to:

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

2. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.

3. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property

4. 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.

5. 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.

6. Assume that until a rule is waived, altered or repealed it is in full effect.

7. Assist the school staff in operating a safe school for all students enrolled therein.

8. Be aware of and comply with state and local laws.

9. Exercise proper care when using public school facilities and equipment.

10. Attend school daily, except when excused, and be on time at all classes and other school functions.

11. Make all necessary arrangements for making up work when absent from school.

12. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.

13. Avoid inaccuracies and indecent or obscene language and illustrations in student newspapers or publications.

14. Avoid indecent or obscene language and gestures.

15. Avoid active or passive discrimination against another student or group of students because of sex, race, color, creed, social status or political following

16. Refrain from public displays of affection such as hugging and kissing.

III. General Policy Concerning Rules

A. 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.

B. 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.

C. 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

D. 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.

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

F. 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.

G. 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.

H. 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.

I. Within his classroom or area of assignment, the teacher is responsible for establishing what he 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.

J. 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.

K. 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.

IV. Use of Physical Restraint

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

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

V. Dismissal From Class

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

- 1. After consultation with the teacher involved;**
- 2. After consultation with the teacher and principal;**
- 3. After consultation with the teacher, principal and guidance counselor;**
- 4. After consultation with the teacher, principal, guidance counselor and parents/guardian.**

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

C. 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).

D. 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.

VI. Exclusion From School (Suspensions and Expulsions)

A. Exclusions from school. (Suspension and Expulsion)

1. 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).

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

a. Suspension is exclusion from school for period of from 1 to 10 consecutive days.

- (i) Suspensions may be given by the principal or person in charge of the public school.**
- (ii) 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.

- (iii) The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
- (iv) 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).
- (v) Students shall be notified of their right to make-up academic work missed during the suspension period.

b. Expulsion-Exclusion from school by the board of education for a period exceeding 10 days school or permanent expulsion from the school rolls.

- (i) 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.
- (ii) 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.

B. Exclusion from classes -- in-school suspension.

1. 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.

2. Communication to the parents or guardian shall follow the suspension action taken by the school.

C. Students shall be permitted to make up exams and work missed

while being disciplined by Suspension within the following guidelines.

1. A student has one week 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.
 2. 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.
- D. 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.
- E. 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.
- F. 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.

VII. Hearings

A. Informal suspension

1. 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 to discuss ways by which future offenses can be avoided.

2. This hearing shall take place within the first five (5) school days of suspension.
3. At the suspension hearing, the following due process requirements are to be observed:
 - a. Notification of the reasons for the suspension in writing given to the parent or guardian and to the student.
 - b. Sufficient notice of the time and place of the suspension hearing.
 - c. The right to cross-examine any witnesses.
 - d. The student's right to speak and produce witnesses on his/her own behalf.
4. 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.

B. Expulsion Hearings (School Board)

1. 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.

2. At the Expulsion Hearing, the following due process requirements are to be observed:
 - a. Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student, if the student is 18 years or older.
 - b. At least three (3) days' notice of the time and place of the hearing shall be given.
 - c. The right to an impartial tribunal.
 - d. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses
 - e. The right to be represented by counsel.

- f. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
 - g. The student's right to testify and produce witnesses on his/her own behalf.
 - h. 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.
 - i. The proceeding must be held with all reasonable speed.
 - j. The hearing shall be held in private unless the student or parent requests a public hearing.
3. Crawford Central School District Hearing Procedure
Time of Hearing: The hearing shall be held within (15) school days of the notification of changes unless the parties mutually agree to extend the time for the hearing.

C. Hearing Procedure

- 1. The President of the Board of School Directors or his/her nominee shall preside at all hearings.
- 2. 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.
- 3. 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.

- 4. All witnesses shall be sworn by the court reporter or the Chairman of the Board.
- 5. 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.
- 6. 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.

7. 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.
8. The testimony of all witnesses shall be recorded by the court reporter so that it may be transcribed later if required.
9. 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.

D. Disposition of the case

1. 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.
2. 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 parent/guardian and to their counsel, not later than five (5) days from the date of such Board meeting.
3. 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 parent/guardian gives written permission for its release to identified sources. Said release shall be directed to the Board.
4. If the Board shall find in favor of the student, all references to the alleged incident shall be removed from the student's records.
5. Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state or federal court.

VIII. 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.**
 - c. **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.

I. 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.

IX. 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.)

X. 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.

XII 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.

VIII. GRADING POLICY AND PROCEDURES

CLASS RANK: POLICY 214. Class of 2018-19 and Class of 2019-2020

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

Authority: The Board authorizes a weighted system of class ranking for all students in grades 9 -12. Class rank will be computed by the final grade in the identified subjects:

- A maximum total of six (6) ranked credits may be included in class rank each school year.
- College courses in English, math, social studies, science and foreign language may be included in class rank if the student has fulfilled the high school course curriculum sequence.
- College courses shall count as a half=credit elective course. They will be non-weighted and non-ranked
- District cyber service courses shall count as the same ranking as high courses. Only Advanced Placement cyber courses shall be weighted. Elective courses shall not be included in class rank.

Students who enroll in Cochranon Jr./Sr. High shall be included in class rank and will be eligible for Valedictorian/Salutatorian if the student enrolls in that respective building prior to second semester of the sophomore year and continues enrollment therein throughout their senior year.

Students who enroll in the district in grades 9 through 12 from a home education program or cyber charter school shall not be included in class rank or eligibility for Valedictorian/Salutatorian.

Class rank, including the determination of Valedictorian and Salutatorian, shall be determined at the end of the fourth nine-week grading period.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the preceding person.

Beginning with the Class of 2018-19 at Cochranon Jr/Sr High School, eligibility for Valedictorian/Salutatorian will be determined by the additional criteria of the completion of core content courses:

English: Challenge English I, Challenge English II, Challenge English III and AP Literature and Composition

Math: Algebra II, Geometry, Algebra III/Trigonometry, Pre-calculus and Calculus

Science: Honors Biology I, Honors Chemistry I and two of the four courses AP Physics I, AP Physics II, Honors Biology II or Honors Chemistry II

Social Studies: Civics and Government, American History II, Modern World History I and Sociology/Psychology.

CLASS RANK: POLICY 214. Class of 202 and beyond

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:

Summa Cum Laude
Magna Cum Laude
Cum Laude

GRADING OF STUDENT PROGRESS: POLICY 213.

Purpose: The Board recognizes that a system of grading student achievement SHOULD help the student, teachers, and parents to better assess the student's progress toward personal educational goals.

Definition: Grading will be that system of measuring and recording student progress and achievement which enables the student, parents, and teachers to identify the student's strengths and weaknesses, assist the student in planning an educational and vocational future. Such grades will measure the student's progress in relation to his/her potential for achievement, the achievements of others in the class, and/or mastery of learning objectives appropriate to the grade level and subject matter.

Delegation of Responsibility: The Board directs that the instructional program of this district includes a system of grading for all pupils, which are consistent with the educational goals of the district. The Superintendent will develop procedures for grading, which include the following:

- Each student should know what end result and achievements are expected at the outset of ANY INSTRUCTION.
- Each student should be kept informed of his/her personal progress during the course of a unit of study.
- Methods of grading will be appropriate to the PLANNED course and the maturity of students.
- Grading should objectively evaluate and reward students for their efforts.

- Students should be encouraged to evaluate their own achievements.

The Guidance Department will develop and implement an awards program for academic achievement.

PROMOTION AND RETENTION: POLICY 215.

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

Authority: It will be the policy of the Board that each child is moved forward in a continuous pattern of achievement and growths that are in harmony with his/her own development. Such a pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when he/she has completed the course requirements at the presently assigned grade.

Delegation of Responsibility: The Superintendent will develop procedures for promotion and retention of students which:

- Require the recommendation of the classroom teacher for promotion or retention.
- Require that parents are informed in advance of the possibility of retention of a student at that grade level through progress reports.
- Assume that every effort will be made to remediate the students' difficulties before he/she is retained.
- Assign the final responsibility for determining the promotion, retention, or PLACEMENT of students to the building principal.

SECONDARY CRITERIA - CREDITS NEEDED FOR PROMOTION

<u>Grades</u>	<u>Credits</u>
9th to 10th	5.0
10th to 11th	11.0
11th to 12th	18.7
12th to Graduation	26.2

7th and 8th - students who fail two major or one-major and two minor subjects are retained. A major subject is any subject that meets five days per week or the equivalent of one full credit.

REPORTING PUPIL PROGRESS: POLICY 212.

Purpose: The board believes that the cooperation of school and home is a vital ingredient in the growth and education of the whole child. It

recognizes its responsibility to keep parents informed of student welfare and progress in school.

It also recognizes the effects of State Board regulations and Federal Regulations governing school records. The major purposes of the grading system of the Crawford Central School District are to assess student performance in a positive, objective, consistent, and an understandable manner. To report the results and provide communication among students, parents, and school in a useful, timely format. To reinforce student accomplishment and encourage student achievement according to individual ability and talent. In total, the grading and reporting system are designed to maximize student performance.

Authority: The board directs the establishment of a system of reporting student progress which will include computerized reports and parent conferences with teachers and will require all appropriate staff members to comply with such a system as part of their teaching responsibility.

Delegation of Responsibility: The Superintendent, in conjunction with appropriate STAFF members, PARENTS, AND STUDENTS, will develop procedures for reporting student progress to parents/guardians which utilize various methods of reporting appropriate to grade level and curriculum content. Ensure that both student and parent receive ample warning of a pending FAILING OR UNSATISFACTORY GRADE.

Enable the scheduling of parent-teacher conferences at such time and in such places, which will ENCOURAGE the greatest degree of participation by parents. Specify the issuance of report cards at ESTABLISHED intervals.

Ensure the continual review and improvement of methods of reporting student progress to parents.

COLLEGE REQUIREMENTS: Any student planning to participate in athletics at the college level needs to check with the guidance counselor for course requirements.

GRADING SCALES : CCSD AND CCCTC

Crawford Central: Grades 1-12

A - 90 - 100 %

B - 80 - 89%

C - 70 - 79%

D - 60 - 69%

CCCTC – Grades 10-12

A - 93 - 100%

B - 85 - 92%

C - 73 - 84%

D - 65 - 72%

F - 0 - 59%

F - 0 - 64%

The following will be included in the grading policy: F - Failure Failure to complete assignments and demonstrated indifference are major contributors to student failure. The following provisions may apply to nine weeks, semesters, or final course grades. Blatant refusal to attempt or complete a significant number of course requirements may, by itself, justify a final course grade of F. Such failures may occur despite the percentage attained for work, which had been completed. Failures assigned for this reason must have the approval of the building principal.

REMOVAL FROM CLASS: If a student is removed from a class for disciplinary reasons, the final grade in that course will be an F.

DISHONESTY POLICY: CHEATING is an act of dishonesty. Anyone caught cheating on a test or quiz, or assignment will receive the following consequences:

- 1st Offense - a zero (0) score will be given for the quiz, test, or assignment.
- 2nd Offense - a zero (0) score will be given for the assignment and he/she will be assigned Saturday Detention.

The zero score will be part of the grading period average. All offenses will be reported to the student's parent and the school administration. Any excessive offenses will be referred to the Student Assistance Team. Any issue (homework, etc.) not addressed by this policy may be added by the individual classroom teachers.

PLAGIARISM/CHEATING POLICY: Plagiarism is the act of literary theft or taking someone else's ideas/words and passing them as your own.

Plagiarism will result in the following consequences:

- 1st offense - Zero for the assignment or project.
- 2nd offense - Zero for the assignment and Saturday Detention

If the assignment is a requirement for a course, the student will receive the above consequences, but will be given two weeks to complete the assignment and given a notification date in order to fulfill course requirements. The student will not receive credit/points for the assignment.

REQUIRED PASSING REQUIREMENT: If the course required assignment is not completed with all parts, the student will receive a 50% maximum final grade for the course. This will include research papers for English classes.

WEIGHTED COURSES: Cochran High School will be using a weighted class system. The following classes are receiving weighted recognition:

CHS COURSES

Challenge English, French II, III, IV, Spanish II, III, IV, Academic Physical Science, Academic Biology, Senior Honors Biology, Honors Chemistry, Honors Physics, Pre-Calculus, Trigonometry, Geometry, Algebra II, Multimedia Publications, Computer Programming I and II, Psychology/Sociology.

CCCTC COURSES

Tool & Die, Electronics, Drafting, Computer and Information Science.

CARDINAL REGISTRATION GUIDE: Students should check the Cardinal Registration Guide for further information concerning course descriptions, graduation requirements, and college data. This Cardinal Registration Guide can be found in the Guidance Office.

HONOR ROLL SYSTEM: all grades using the regular (nonweighted) scale is as follows:

- High Honors 95 - 100% average of all classes
- Honor Roll 83 - 94% average of all classes

(All grades must be 70% - or better)

PRINCIPAL'S POLICY: In ALL cases involving any program or policy, the Principal has the final decision regarding what is implemented.

SCHEDULING: Every effort is made to accommodate courses selected by individual students. Students are given descriptions and ample time to consider their course selections and alternatives. The guidance staff meets individually with each student to discuss course selections with consideration for graduation requirements and CCCTC accommodations. Because of limited course offerings, students should

be aware that not all selections fit an individual's schedule and a second option may be necessary.

COURSE CHANGES: Students may entertain changes with selected courses during the summer and through the first five days of the new academic year via the administration or guidance department. However, the school philosophy is that if a student selected a course and received it, schedule changes will not be permitted. In extenuating circumstances, such as scheduling errors or improper course level sequencing, changes should rightfully be reviewed.


COURSE TRANSFERS: A transfer to a different course within a curriculum area can only be initiated in the first two grading periods. This must have the proper authorization from the administration and all grades will transfer if initiated.

SCHEDULING MISCELLANEOUS: Only one independent study course can be accommodated for a student each year. An independent study course is appropriate only when a required course does not schedule. A correspondence course may be authorized by the administration for a student to fulfill graduation requirements of a previously failed course and is awarded a "pass" designation.

STUDENT RECORDS: Under certain circumstances a student has a right to examine his/her records. (See Crawford Central School District Policy)

SUPERINTENDENT'S AWARD: This award will be made at the end of the year to students who achieve an average of 3.5 or above.

TO: Parents/Guardians, Students and CCSD Staff

FROM: David E. Dickson 
Director of Buildings, Grounds and Transportation

RE: Transportation / Review for 2016-2017 School Year

We will post bus routes on our website, www.craw.org, 7-10 days prior to the first day of school. Please check for your route information on our website prior to contacting our office.

The District recognizes the need to maintain proper standards of conduct for the safety of students who ride school buses and for the drivers who drive them. The use of video/audio recordings are intended to assist the administration, contractors, and drivers in observing behavior and preventing violations of bus rules and regulations (Policy 810.4)

Regular routes for morning transport of students and afternoon return will be as follows:

1. Student(s) Pick-up and Drop-off

Student will only be permitted to have one pick-up location and one drop-off location. The pick-up location and drop-off location do not need to be the same. Both locations must be within the school's attendance area. An example would be (AM pick-up at *home address* and PM drop-off at *care provider*).

Split days per week with multiple pick-up and drop-off locations are not permitted. An example would be (*M,W,F* AM pick-up/drop off at *home address* *T,TH* at *daycare*).

We will provide transportation to daycares that are located in your student's school zone but not if they are in the school's walk zone. Schedules will follow same directive as above for split days.

Past practice in transporting students in a split custody situation, by court order, will remain the same with parents submitting the requests to the school or the Transportation

Office prior to school starting and only to the school after the year has begun.

2. Group Stops

Implementing more group stops along the routes will continue in 2015-2016 school year. As routes are set, consideration for group stops will be closely monitored for safety as well as efficiency.

3. Use of Bus Notes

Bus notes are not permitted.

4. Route Elimination/Consolidation

As the routes are being constructed for 2015-2016 school year, the District will attempt to consolidate existing routes for full ridership as permitted by statutes. Again, safety and ride time of the students will be the prominent thought as these routes are designed to run as efficiently as possible.

Parents/guardians - please recognize that bus assignments cannot be customized to meet every individual need and still be part of an efficient and economical transportation system. Please have your student(s) to their stop on time, dressed for conditions, and following appropriate safety practices.

Thank you for your consideration.

Annual Public Notice of Special Education & Early Intervention Services and Programs

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA).

The IDEA requires each state educational agency to publish a notice to parents in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.

The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

Autism/Pervasive	Development Disorder	Orthopedic Impairment
Deaf-Blindness	Other Health Impairment	
Deafness	Specific Learning Disability	
Emotional Disturbance	Speech or Language Impairment	
Hearing Impairment	Traumatic Brain Injury	
Mental Retardation	Visual Impairment Including Blindness	
Multiple Disabilities		

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

Early Intervention

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3 years of age and the school district's age

of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) the child is delayed in one or more of the developmental area, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Program Supervisor, Northwestern Tri-County Intermediate Unit 5, 252 Waterford Street, Edinboro, PA 16412 Phone: 1-800-677-5610. These children are afforded the rights of school age exceptional children, including screening, evaluation, individualized education program planning, and provisions of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to these children under Act 212 of 1990, the Early Intervention Services System Act.

Evaluation

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parental consent for an evaluation is

obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Coordinator of Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation the school district shall provide the parent with a form for written permission. Instructional Support (IS) activities or RtII do not serve as a bar to the right of a parent to request, at any time, including prior to or during the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor at Northwest Tri-County Intermediate Unit 5, 252 Waterford, Edinboro, PA 16412, 1-800-677-5610

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at www.pattan.net. Once written parental consent is obtained, the school district, intermediate unit or charter school will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program, and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Educational Placement

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed.

An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention. Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aides, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

The school district or parent may initiate an evaluation of a student under the laws, which protect handicapped students. Parents who wish to have a child evaluated should contact the building principal or the Office of Special Education.

Confidentiality

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The age of majority in Pennsylvania is 21.

These rights are:

1.) The right to inspect and review the student’s education records within 45 days of the day the school receives request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2.) The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official) and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3.) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or

support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4.) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

The school district maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category "A" data which includes the minimal personal data necessary for operation of the school district will be maintained for a minimum time period of 100 years. Category "B" data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category "C" data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present, will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, the school district may release "directory information" without parental consent unless a prior written objection to the release of such information is provided to the school district by the parent(s). "Directory information" includes the following: student's name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit a written letter of objection to the school district. Written objections for students 3-5 years old should be mailed to Northwest Tri-County Intermediate Unit 5, 252 Waterford Street, Edinboro, Pa. 16412.

For additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html>

Procedural Safeguards

Procedural safeguards protect the rights of parents and students. These safeguards include the following: Parent's consent is always required prior to: Conducting an initial (for the first time) evaluation or a reevaluation, Initially placing a child with a disability in a special education program, Disclosing to unauthorized persons personally identifiable information.

The school district must notify parents in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, the school district will provide the parents with a comprehensive, written description of their rights.

Parents who disagree with such actions proposed or refused by the school district have the right to request a hearing by an impartial third party using a procedure called due process.

Before a due process hearing will take place, the district must convene a preliminary meeting with the parent and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.

Pennsylvania has also made mediation services available throughout the Commonwealth at Commonwealth expense. Mediation services help parents and agencies involved in a dispute over special education to attempt to reach a mutually agreeable settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or delay a party's right to a due process hearing.

School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency). Due process procedures are governed by timelines and procedures in Pennsylvania law. Throughout due process, an attorney may represent parents.

Due process hearings are oral personal hearings and are open to the public, unless the parents request a closed hearing. The decision of the hearing officer shall include finding of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.

Each school district must make available, upon request, printed information regarding special education programs and services and parent due process rights. This printed information is available from each building principal and/or the Office of Special Education.

Mode of Communication

The content of this notice has been written in straight forward, simple language. If a person does not understand any of this notice, he or she should contact the school district or IU and request an explanation.

The school district or IU will arrange for an interpreter for a parent with limited English proficiency. If a parent is deaf or blind or has no written language, the school district or IU will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille, or oral communication).

For further information contact:

Crawford Central School District
Instructional Support Center
11280 Mercer Pike
Meadville, PA 16335

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact the Superintendent of Schools at Crawford Central School District, or Northwest Tri-County Intermediate Unit 5, 252 Waterford Street, Edinboro, Pa. 16412, 1-800-677-5610.

The school district will make reasonable accommodations to its programs and services to assure access to all persons.

Education for Homeless Youth

The McKinney-Vento Homeless Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The categories of children who are “homeless include the following:

- Children and youth who are sharing the housing of others due to loss of housing, economic hardship or similar reasons; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- “migratory children” who qualify as homeless under federal law because the children are living in circumstances described above. The term “migratory children” means children who are or whose parents(s) or spouse(s) are migratory agricultural workers, including migratory dairy workers or migratory fishermen, who have moved from one school district to another in the preceding 36 months in order to obtain temporary or seasonal employment.
- Children and youths “awaiting foster care placement,” which means children who are placed in shelters, emergency foster care, transitional foster care or respite care. These placement settings are intended to be short term, and do not typically last longer than 30 days. If the placement exceeds 30 days, contact should be made with the child welfare worker and the Homeless Liaison to determine if there is any valid reason for the child to still be awaiting foster case placement.”

The Homeless Liaison can inform parents or guardians of educational rights and related opportunities available to their children. Contact: Alisa Willey, Director of Special Services, 814-724-3128 for additional information.