Carbondale Area S. D.

Student and Parent HANDBOOK

2026-2027

Carbondale Area H.S.

TABLE OF CONTENTS

Contents

TABLE OF CONTENTS 3
General Information 7
Acceptable Use of Computing Resources and the Internet (Board Policy 815) 7
Access to the Building 11
Accessibility of Buildings 11
Address Changes 11
Arrival and Dismissal of Students 11
Assemblies 11
Athletic Programs and Student Activities 12
Attendance and Tardiness Policies (Board Policy 204) 12
Automated Phone, and Text Messages 14
Automobiles, Bicycles, and Skateboards on School Property (Board Policy 223) 14
Building Evacuation 15
Building & Facility Security 15
Bullying/Cyberbullying and Hazing (Board Policies 249 and 247) 15
Hazing (Board Policy 247) 17
Bus Laws 20
Bus Rider Rules 20
Cafeteria Regulations 20
Care of Students in an Emergency 20
Career Technology Center 21
Cheating 21
Child Find 21
Chromebooks for High School Students 22
Class Rank/Numeric GPA/Academic GPA (Board Policy 214) 22
Detention 23
Discipline (Board Policy 218) 24
Discipline - Weapons (Board Policy 218.1) 26
Discipline – Terroristic Threats (Board Policy 218.2) 27
Discipline of Students with Disabilities 28
Disclaimer of Responsibility for Personal Property 28
Dress and Grooming (Board Policy 221) 28
Uniform Policy 29
Drug and Alcohol Awareness - Controlled Substances/Paraphernalia (Board Policy 227) 30

Educational Trips (Board Policy 231) 31
Electronic Devices (Board Policy 237) 32
Elementary and Secondary Education Act (ESEA) 33
Emergency Contacts 33
Ethnic Intimidation 34
Evacuation Drills 34
Extracurricular and Co-Curricular Activities (Board Policy 122) 34
Field Trips, Class (Board Policy 121) 36
Fire Drills 37
Grade Book 37
Grading of Student Progress (Board Policy 212) 38
Graduation Requirements (Board Policy 217) 38
Graduation Pathways (Act 158) 39
Hall Passes 39
Harassment of Others 40
Health Services 41
Homeless Students 42
Homework (Board Policy 130) 42
Honor Rolls 43
Keystone Exams 43
Leaving School Premises 43
Library Policies and Procedures 43
Lockers/Locker Searches (Board Policy 226) 44
Lost and Found 46
Moving from the District 46
National Honor Society 47
Nondiscrimination in School and Classroom Practices (Board Policy 103) 47
Complaint Procedure – Student/Third Party 49
Obligations 51
Parking Regulations 51
Other Regulations Pertaining to Attendance, Behavior and Financial Obligations 51
Partnership for Safe School 52
Physical Education 57
Probation 57
Public Displays of Affection 58
Public Records (Board Policy 801) 58
Publications 58
Records/Transcripts 58
Releasing Students to Non-Custodial Parents 58
Report Cards 58

Safe2Say Something 58
Safe Crisis Management 59
Special Education 59
Student Expression (Board Policy 220) 59
Student Fundraising (Board Policy 229) 61
Student Involvement in Decision Making (Board Policy 232) 62
Student Records (Board Policy 216) 62
Summer Enrichment 65
Suspension and Expulsion (Board Policy 233) 65
Telephone Security 67
Telephone Use 68
Textbooks 68
Terroristic Threats (Board Policy 218.2) 68
Title IX Position Statement 69
Tobacco/Nicotine Products (Board Policy 222) 69
Use of Student Photos & Interviews 70
Visiting School 70
Volunteer Clearance Policy & Procedures 71
Walking to School 72
Wellness Policy (Board Policy 246) 72
Withdrawal Procedures 72
Working Papers 72
Health Services 72
Administering Student Medication 72
Automatic External Defibrillators 73
Communicable Diseases and Exclusions 73
Dental Program 73
Examinations & Screenings 73
First Aid 73
Illness During School Hours 73
Naloxone 73
Policy for Naloxone (Board Policy 823) 74
Nursing Services 76
Special Dietary Needs 76
Suicide Awareness, Prevention, & Response (Board Policy 819) 76
Student Services 77
English Language Development Program 77
Food Services 77
School Breakfast Program 77
Homebound Instruction 77

Psychological Services 78
School Counseling 78
Social Work Services 78
Student Assistance 78
Transportation 79

High School Parent & Student Handbook

GENERAL INFORMATION

Acceptable Use of Computing Resources and the Internet (Board Policy 815)

Purpose

The Carbondale Area School Board of Directors (Board) supports use of the Internet/computer networks in the Carbondale Area School District's (CASD, or district) instructional and operational programs to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

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

Definitions

Child Pornography - under federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct.
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to show that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, any person who intentionally views or knowingly possesses or controls any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act is guilty of a felony of the third degree for their first offense, or is guilty of a felony of the second degree for a second offense.

Harmful to Minors - under federal law, any picture, image, graphic image file or other visual depictions that:

1. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value as to minors.

Under Pennsylvania law, that quality of any depiction or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors; and,
2. Is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and,
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Minor - for purposes of compliance with the Federal Children's Internet Protection Act ("Fed CIPA"), an individual who has not yet attained the age of seventeen (17). For other purposes, minors shall mean the age of minority as defined in the relevant law.

Obscene - under federal law, analysis of the material meets the following elements:

1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene; and

3. Whether the work taken as a whole lacks serious literary, artistic, political, educational, or scientific value.

Under Pennsylvania law, any material or performance, if:

1. The average person, applying contemporary community standards, would find that the subject material taken as a whole appeals to the prurient interest.
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Sexual Act and Sexual Contact - is defined at 18 U.S.C. § 2246(2), at 18 U.S.C.§ 2246(3), and at 18 Pa. C.S.A. § 5903.

Technology Protection Measure(s) - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

Authority

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

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

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

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

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

Delegation of Responsibility

The district shall make every effort to ensure that students and staff use this resource responsibly.

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

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

In compliance with CIPA and the Protecting Children in the 21st Century Act, the school district will implement that the school's Internet safety policy will include for the education of kindergarten through grade 12 students about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms, and cyberbullying awareness and response.

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

1. Utilizing a technology protection measure that blocks or filters Internet access to certain visual depictions that are obscene, pornographic, or otherwise harmful to minors, or determined as inappropriate content.

2. Maintaining and securing a usage log.
3. Monitoring online activities of users.

Guidelines

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

Prohibitions

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

1. Engaging in illegal activity.
2. Using systems for commercial or for-profit purposes.
3. Using systems for non-work or non-school related work.
4. Using systems for political lobbying.
5. Using systems to disseminate hate mail, discriminatory remarks, offensive or inflammatory material.
6. Installing, distributing, reproducing, or using unauthorized or illegal materials.
7. Transmitting inappropriate language or profanity.
8. Transmitting material likely to be offensive or objectionable to recipients.
9. Intentionally obtaining or modifying files, passwords, and data belonging to other users.
10. Impersonating another user and/or using anonymity by any means.
11. Copying, communicating, or modifying materials in violation of copyright laws.
12. Accessing obscene or pornographic material.
13. Loading or using unauthorized games, programs, files, or other electronic media.
14. Disrupting the work of other users.
15. Adding, changing, deleting, or accessing network software and files, unless authorized by appropriate administration.
16. Destruction, modification, or abuse of computers, printers, or network hardware.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Using interactive chat, except when approved by the principal for authorized instructional purposes.
19. Moving, repairing, reconfiguring, modifying, damaging, or attaching external devices to any network equipment.
20. Installing software on any CASD computer that has not been legally obtained through the purchasing office of the CASD.
21. All storage media (e.g. diskettes, CD/DVD ROMS, etc.) not purchased directly by CASD may not be inserted into any CASD computer unless scanned by an employee trained and authorized by the administrator in charge of technology.

Security

System security is protected using passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet/computer networks.

District users' passwords must contain at least eight (8) characters. The password must contain at least one (1) capital letter, at least one (1) small letter, at least one (1) digit (0-9) and a special character.

Consequences for Inappropriate Use

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

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

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

Illegal use of the Internet/computer networks, intentional deletion, or damage to files of data belonging to other users, copyright violations, and theft of services will be reported to the appropriate legal authorities for possible prosecution.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the Internet/computer networks shall be subject to fair use guidelines.

Safety

In compliance with the Children's Internet Protection Act (CIPA), the Carbondale Area School District will implement filtering and/or blocking software to restrict access to Internet sites containing materials that are inappropriate for school use. No software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, s/he should notify a teacher or supervisor immediately.

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

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

Internet/computer network users shall not reveal personal information to other users on the Internet/computer networks by any means.

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

Internet/computer network safety measures shall effectively address the following:

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

Access to the Building

The Board welcomes and encourages visits to the district's schools by parents, family members, adult residents of the community, and interested educators. To ensure order in the district's schools, it is necessary to establish guidelines governing school visits.

The Superintendent or designee has the authority to prohibit the entry of any individual to a Carbondale Area School District school in accordance with the following procedures:

- People desiring to visit a District school are requested to make advanced arrangements with the school office via the front doors of the building they wish to visit.
- Visitors must park in appropriate designated parking areas. Vehicles parked in a fire zone or other restricted area may be towed at the owner's expense without notice. Vehicles parked in a fire zone may also be ticketed by the local police.
- For the safety and security of our students all visitors are expected to register with the school office.
- Upon arriving on the grounds of a school campus, visitors must report immediately to the school office to register or to conduct their business. The presence of non-registered visitors on a school's campus will be reported to the police.
- ALL visitors entering the building are required to present their Driver's License or State Photo ID which will then be entered into the Raptor System for verification and to print a Visitor Badge. Visitors will be required to wear and openly display this Visitor Badge.
- No visitor may confer with a student or meet privately with a student during school hours without the prior approval of the building administration.
- Should an emergency occur during a school day requiring an adult to request a student be called to the school office for a meeting, for the well-being of the student, an administrator must be present during the meeting.
- Individuals exhibiting disorderly conduct, or refusing to follow District rules, while on school property, are subject to arrest. Arrest on District property will result in a loss of future visiting privileges.
- There may be times when the district's school buildings will not be open to visitors because of school security concerns and emergency situations.
- Prior to 7:45 a.m. and after 3:05 p.m., students should not be in the building without a faculty/coach chaperone.

Accessibility of Buildings

The district welcomes students with disabilities and attempts to place all students in schools close to their homes. Transportation services will be provided by the district in a manner that meets their unique needs and ensures their safety.

All Carbondale Area School District buildings are wheelchair accessible.

Address Changes

All students moving to another residence within the district must notify our building secretaries.

It may be necessary for parents to show proof of their new residence. Preferred acceptable documentation includes a copy of the lease, deed, or settlement agreement and a valid driver's license with the same address. However, if you do not have a copy of the above-mentioned items, the district will accept a property tax bill, vehicle registration, PennDOT identification card, or military housing letter.

Arrival and Dismissal of Students

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

Assemblies

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

Athletic Programs and Student Activities

A wide array of interscholastic sports activities, as well as a diverse student activities program is available to District students (listed below). The district is a member of the Lackawanna Interscholastic Athletic Association (LIAA) and the Pennsylvania Interscholastic Athletic Association (PIAA) and, as such, offers those sports programs that are in the Lackawanna League. Students who wish to participate in interscholastic sports must comply with PIAA permission cards, eligibility requirements, and requirements of a physical. They must also sign a form at the beginning of each season indicating they received and were informed about the Athletic Code of Conduct.

Carbondale Area sports schedules for Carbondale Area High School are available each season in the high school office and are posted on the District website: www.carbondalearea.org and www.caathletics.com .

Students involved in athletic programs and student activities must maintain academic eligibility to fully participate in these programs. Students involved in athletic programs and student activities must also clear any obligations which have been recorded in the office to participate in these programs.

Sports Teams	**Clubs / Activities**	**Clubs / Activities**
Cheerleading (Fall) Gr. 9 to 12	Board Game Club	National Honor Society (SH)
Cross Country (Fall) Gr. 7 to 12	Bowling	Newspaper (Charger Express)
Football (Fall) Gr. 7 to 12	Computer Club	Physics Club
Golf (Fall) Gr. 9 to 12	Drama Club	Pennsylvania Junior Academy of Science (P.J.A.S.)
Soccer (Fall) Gr. 7 to 12	Drill Team	Future Teachers (P.Y.E.A.)
Basketball (Winter) Gr. 7 to 12	Future Business Leaders of America (F.B.L.A.)	Photography Club
Cheerleading (Winter) Gr. 9-12	French Club	Reading Competition Club
Baseball (Spring) Gr. 7 to 12	Future Nurse's Club	Students Against Drunk Driving (S.A.D.D.)
Softball (Spring) Gr. 7 to 12	Glee Club	Scholastic Club
Track & Field (Spring) Gr. 7-12	Junior Historian/Mock Trial Club	Science/Technology Club
Unified Track & Field Gr. 7-12	Library Club	Spanish Club
Unified Bocce Ball Gr. 7-12	Literary Club	Ski Club
Volleyball (FC) Gr. 7-12	Marching Band	Student Council
	Math Club	Yearbook
	National Honor Society (JH)	Reading Competition Club

Attendance and Tardiness Policies (Board Policy 204)

Attendance Policy

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

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

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

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

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

Absence For Medical/Dental Appointments: The administration strongly encourages parents to schedule doctor or dental appointments after school hours. When this is not possible, parents must submit notification in writing to the office prior to the appointment and the name of the doctor or dentist. Students should return to school as soon after their appointments as possible and bring with them notification from the doctor that the appointment was kept and the time of departure from the doctor's office and submit same to the office upon return to school.

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

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

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

Absence And Retention: Excessive absence may necessitate retention in the present grade level and a repeat of all subjects. Students on homebound instruction are not considered absent.

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

District Attendance Procedure: Parents are required to submit a written explanation for the legal absence of their child within three school days from the day the child first returns to school. Failure on the parent's part to provide such a written explanation or the child to present such an excuse to the homeroom teacher, will result in the absence being declared unexcused or illegal. The fact that a parent provides a written explanation for his/her child's absence does not, in itself, qualify the absence as excused. The absence must be for legal reasons according to the law (i.e. medical, legal, etc. excuses.)

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

1. The excuse must be written on the Doctor's letterhead indicating the Doctor's name, office address and phone number.
2. The excuse must indicate the illness or reason for absence.
3. The excuse must indicate that the Doctor did in fact see the student and examined the student.
4. The excuse must indicate how long the student should be absent from school.
5. The excuse must relate to the illness claimed by the student.
6. The excuse must be signed and dated by the Doctor.

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

Consequence of Irregular Attendance: In order for students to be eligible to participate in the Winter Dance, Prom, Class/Club trips or any other school dance, student unexcused absences and unexcused tardies (combined) may not exceed 10 percent. For this policy an excused absence or excused tardy would need a medical, dental or court appointment confirmation handed in to the office within 3 days of return to school.

Automated Phone, and Text Messages

The district uses an automated phone, and text message system for general information calls as well as delay/cancelation and emergency notifications.

Parents/guardians do not need to sign up for notifications, the system will pull contact information directly from Blackboard Connect. However, to make sure you receive emergency notifications, including weather-related school closings, always notify your child's school if a contact phone number or email changes. Please note, if you unsubscribe from Blackboard Connect communication, that will discontinue all communication from the district.
To reconnect please call (855) 502-7867 from the phone that was disconnected to resubscribe.

In addition to the mass notifications, the district will also communicate to families and community members using our webpage and social media accounts (twitter, Facebook, and Instagram).

Automobiles, Bicycles, and Skateboards on School Property (Board Policy 223)

Driving

Parents who bring their children to school by car are asked to use extreme caution while on school property. Please observe the 15-mile speed limit. Use only the designated entrances and exits. There are to be no cars parked in the driveways of the school. All parents are asked to park in the parking lot or street to wait for children. Parents and other visitors are asked to stay clear of bus loading zones during arrival and departure times. All parents are expected to follow building arrival and dismissal procedures.

Parking Regulations

All cars must be registered with the principal, and registration tags must be appropriately displayed on the vehicle at all times while the vehicle is on school property.

- MUST arrive by 7:55AM.
- No cars are to be moved during the day without permission from the office.
- Students are to use the designated entrances and exits to lots.
- Students are to use designated parking areas. Students may not park in "staff" parking spaces.
- Travel is limited to 15 miles per hour on all drives and in the lot.
- All students must lock their vehicles during the school day.
- No students will be permitted in the vehicles during the school day.
- Vehicles not registered may be removed from the school parking lot at the owner's expense.
- School officials reserve the right to inspect vehicles on school property. Students are responsible for the contents of their vehicles.
- Students are not permitted in the parking lots except during the time of arrival and departure from school.
- Violation of these restrictions will result in suspension or revocation of parking permits.
- **Vehicles which are improperly parked may be towed and ticketed at the expense of the owner without further warning.**
- Students must exit vehicle immediately upon arrival to school. Loitering will not be tolerated.

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

Transportation/Parking Privileges

A student who drives to school must register the automobile or motorcycle with the high school office.
Transportation is provided by the Carbondale Area School District for all high school students living two or more miles from the school which they attend. Students are encouraged to use this transportation provided by the district.

A student who is late and/or misses a bus due to personal negligence will be responsible for providing transportation to school from home.

The district does not encourage students to drive to school from home and does not accept any responsibility for anyone transporting or being transported that way. Students who drive will have to provide a record of parent approval to do so and will be subject to the rules and regulations of the school for driving and parking on school property. Students who drive to school must park in designated areas on school property. Violators may lose their privileges to drive and park on

school property. Parking is a privilege. School administration reserves the right to inspect and search vehicles on school property. Students are responsible for the contents of the vehicle.

Bicycles/Skateboards

Bicycles must be placed in the racks provided. It is important that bicycles be locked. Students will not be permitted access to bicycles during the school day. Students on bicycles must be particularly careful to follow all traffic regulations and good safety practices. The district is not responsible for damage or theft of bicycles. Skateboards and scooters are not permitted to be ridden on District property. Skating is not permitted on District property. Skateboards are not permitted on district transportation.

Building Evacuation

In the event a school is required to be evacuated, the evacuation site will be announced when evacuation occurs.

Building & Facility Security

As a school district, the safety and welfare of our students and staff is our highest priority. For security purposes, all entrances to school buildings are secured after the school day begins.

Visitors must use the main entrance to the building where they will be identified by video and/or audio, and proof of identity may be requested. ALL visitors entering the building are required to present their Driver's License or State Photo ID which will then be entered into the Raptor System for verification and to print a Visitor Badge. Visitors will be required to wear and openly display this Visitor Badge.

Electronic surveillance devices are used in and around the schools at all times to protect students and staff. Individuals found tampering with surveillance equipment will be prosecuted to the fullest extent of the law. Additionally, individuals exhibiting disorderly conduct or refusing to follow District rules while on school property are subject to arrest. Arrest on District property will result in a loss of future visiting privileges.

Bag Searches

To maintain a safe environment for all members of the Carbondale Area community, we have decided to take additional security measures at the Andrew J. Cerra Sports Complex and other District events as applicable. Following the District's Bag Policy, in addition to visual inspections, all guests to the Andrew J. Cerra Sports Complex may be subject to a bag check before entering.

Bullying/Cyberbullying and Hazing (Board Policies 249 and 247)

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention, or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Education

The district may develop, implement, and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Hazing (Board Policy 247)

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. No student, parent/guardian, coach, sponsor, advisor, volunteer, or District employee shall engage in, condone, or ignore any form of hazing. Students, parents/guardians, coaches, sponsors, advisors, volunteers, and District employees shall be alert to incidents of hazing and shall immediately report such conduct to the building principal.

Definitions

Hazing occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly, or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club, or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily** injury shall mean bodily injury which creates a substantial risk of death, or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer, or district employee shall engage in, condone, or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

Discrimination/Discriminatory Harassment

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, during a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of distribution of written policy, publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, and posting of notice/signs.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedure

A student who believes that he/she has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may

include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

Bus Laws

It is very important that all motor vehicle operators know these laws and abide by them. Traffic must stop when a school bus is stopped with red signal lights flashing on a highway or traffic way. The word traffic way applies to privately maintained roads. An example may be roadways in an apartment complex.

Additionally, traffic must stop in all directions at an intersection if a school bus is stopped with its red signal lights flashing.

It is a misdemeanor of the third degree if an individual enters a school bus without prior authorization of the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver. It is also a violation of this law if an individual refuses to disembark after being ordered to do so by the driver.

Bus Rider Rules

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

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

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

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

Cafeteria Regulations

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

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

Care of Students in an Emergency

If an emergency should arise when students are in school, action will be taken to protect the health and safety of each child. The district has multi-hazard plans in place to deal with situations which would require students to be sheltered.

In the event a school would be evacuated for any reason, the evacuation site will be announced at that time.

Career Technology Center

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

1. Because career and technical training requires regular attendance for a student to reach full potential, students must have fewer than fifteen (15) total absences for the year (excluding school sponsored events.) When the limit has been exceeded the student will be dropped from the CTC program and be given a full-time schedule at Carbondale Area High School.

2. Student's discipline history will be reviewed periodically. Any out of school suspensions will result in an immediate administrative review of the CTC placement and possible removal from the program.

3. Each student must pass all subjects or make up failing grades in summer school in order to remain eligible for the CTC placement.

4. PM Career Technology students are required to attend afternoon sessions at Career Technology Center on days that Carbondale Area is scheduled for "early dismissal days".

5. All students will leave and arrive at Carbondale Area in their school uniform. Failure to do so may result in disciplinary action.

6. Students are not allowed to use their own vehicles to attend classes at Career Technology Center. They must use transportation provided by the Carbondale Area School District. Exceptions can be made at the request of CTC to meet job training requirements. Carbondale Area administration will make the final decisions.

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

Cheating

A student is cheating when a staff member observes a student(s) securing or intending to secure information as well as giving information which will be graded in a manner which is contrary to accepted academic standards. Following an investigation of the incident, the teacher will record the violation in the teacher's records and will report the incident to the administration but have the option of taking disciplinary action themselves. The student will receive no credit for the assignment. On the second offense, the incident will be reported to the administration for disciplinary action.

Child Find

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

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

NOTICE OF NON-DISCRIMINATION

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

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Carbondale Area School District are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age or

disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI,Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the Carbondale Area School District superintendent's office.

Chromebooks for High School Students

Beginning with the 2021-2022 school year, the district will be providing a District owned Google Chromebook to each high school student (grades 7-12) for their use at school and at home.

There is no requirement to take the Chromebook home; however, students are required to keep their Chromebook charged and may be asked to complete assignments using software installed on the Chromebook that may not be available on a personal computer.

During the school day, students are expected to carry their Chromebook with them. Students are responsible for their Chromebook and should never leave it unattended or unsecured.

Students are permitted to decorate the exterior of their Chromebooks using school appropriate skins, stickers, or other decorations. Personalization must be removeable, may not interfere with the working condition of the Chromebook, and must not cover the district asset tag/label.

In case of problems or technical issues during the school year, the student should visit the school library and complete a Chromebook Repair Form. If the Chromebook is damaged, the district will fix it or send it out for repair. If it needs to be fixed, we will loan the student a Chromebook to use until it is returned. Under no circumstances should the student or anyone else attempt to fix a damaged Chromebook. District provided Chromebooks are the property of the Carbondale Area School District and District personnel will oversee all repairs.

If the Chromebook is stolen a police report must be filed by a parent/guardian and a copy submitted to the building librarian. A new Chromebook will be issued to the student as long as this procedure is followed.

Class Rank/Numeric GPA/Academic GPA (Board Policy 214)

Purpose

The Board acknowledges the necessity for 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 system of class rank, by grade point average, which shall be cumulative, weighted, and based on full-credit courses taken by students in grades 9-12. All students shall be ranked together.

Class rank shall be computed by the final grade in all subjects for which credit is awarded.

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.

A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.

Transfer Students

A student who transfers to Carbondale Area School District will be assigned a class rank after being enrolled for at least two (2) semesters. A student transferring as a senior will not be ranked.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for computing grade point averages and assigning class rank to implement this policy.

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

GRADING SYSTEM

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

High Honors — 93-100%
Second High Honors — 87-92%

*Class rank is cumulative, weighted, and is based upon all full credit courses taken in grades 9 – 12. Advanced Placement courses in Chemistry, English, Math, and American History, AP Biology, AP Computer Science Principles, Physics, and all Honors courses are weighted by a factor of +4. Rank is available after every marking period. All students except Foreign Exchange students are ranked. A student who transfers to Carbondale Area School District will be assigned a class rank after being enrolled for at least two (2) semesters. A student transferring as a senior will not be ranked. A student must be enrolled in the high school for four (4) full consecutive years (Grades 9 – 12) to be considered Valedictorian, Salutatorian, or Class Poet. In addition to meeting all other graduation requirements he/she must also complete two (2) years of a foreign language and complete three (3) Advanced Placement courses.

Detention

Detention-Administrative

Detention is assigned by an administrator for infractions of school policies and rules. You will be given at least 24-hour notice to serve the detention. **It is your responsibility to contact your principal if you need to change an assigned detention.** Twenty-four-hour notice plus a parent note is required to change detention.

PM detention starts at 3:05 p.m. and end at 4:05 p.m.

Students in detention bring schoolwork with them to complete. Students may also bring library books with them to detention. Reading magazines, playing games, socializing, eating, sleeping, and drinking are not permitted during detention. Students who arrive late to detention will not be admitted without a signed pass. Students are expected to have a ride arranged prior to detention. Visitors are not permitted in detention. **DETENTION SUPERCEDES ALL OTHER SCHOOL ACTIVITIES.** Students who fail to attend an assigned detention will receive a one (1) day in-school suspension.

Detention Teacher

Any teacher may assign detention with notice of 24 hours. Failure to attend will result in further administrative disciplinary consequences including in school suspension.

DETENTION SUPERCEDES ALL OTHER SCHOOL ACTIVITIES.

Discipline (Board Policy 218)

Purpose

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.

Any student disciplined by a district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Board policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of

this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

General Rules

a. Refrain from profane and vulgar language.
b. Conform to regulations of each teacher and the school.
c. Be neat and clean in person and clothing.
d. Willful or careless abuse or damage to school property is forbidden and will result in vandalism charges and the involved student making restitution for the damages.
e. Students writing on or defacing school property inside or outside the building will be subject to action of the Board of Directors and civil authorities, as well as the involved student making restitution for the damages.
f. Students who ride buses are required to obey directions of the bus drivers and safety regulations at all times.
g. Students shall not ask to use the office phones unless for urgent reasons after securing permission from someone in charge of the office at the time. The office telephone may not be used for personal calls, except in emergency situations. Forgetting homework assignments, books, projects, gym uniforms, or athletic team gear, etc. are not considered emergencies.
h. Students participating in extra-curricular activities shall do the work of that activity during the time allotted to that activity.
i. Students shall not be excused from classes for extra-curricular work without consent of a principal.
j. Students shall not leave school property after arriving on school property. This includes the crossing of any streets.
k. Students shall not play cards in the school or on school property unless it is part of a supervised social event/instructional program.
l. Students shall not adjust thermostats, windows or shades without permission of the teacher.
m. Students detained after class shall secure a pass form the teacher who detained them.
n. Students shall practice safety and consideration of others everywhere.
o. Parents will be asked to come to school to confer with the principal in chronic cases of discipline, inexcusable or doubtful absences and tardiness.
p. Students are subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel during non-school time.

q. All forms of gambling are prohibited.

r. Students are not permitted to bring to school or use any type of sound reproduction equipment, including pagers, beepers, and cellular phones as per section Sch.1317.1 of Pennsylvania's Public School Code, or outside the guidelines established in Board Policy 237.

s. Delivery of food/flowers to classes during school hours (7:37-2:45) is not permitted.

t. To control sales activities, all activities must be approved by the administration. Fund raising request forms must be on file in the office.

u. All student activities shall cease at the high school by 11:00 p.m. When held outside of the high school, activities shall cease not later than 12:00 midnight.

v. No student shall be transported on trips or activities without written consent of parents.

w. Adult chaperonage is required for all bus-transported students engaged in travel on school activities. (If automobiles are used to transport students, permission must be received from the administration and forms completed regarding insurance coverage.) It shall be determined in advance that the owner of such an automobile has adequate liability insurance to protect the students and the school.

x. Use or possession of alcoholic beverages, tobacco products, and/or vapes is not permitted at school functions nor at functions for which a school facility may be rented.

y. No student shall be permitted in the auditorium unless accompanied by a teacher or by written permission from a teacher.

z. Students must exercise extreme caution and obey posted speed limits when driving on school property. That includes driving in specified parking areas, and while leaving the parking lots. Traffic flow in all parking areas is one way only. Parking shall be in the designated numbered spaces in all parking areas and not along or on streets or driveways. ALL STUDENTS WHO DRIVE TO SCHOOL MUST PARK ON CAMPUS IN A SPECIFIC DESIGNATED AREA. All vehicles used by students for transporting themselves and other students to school must be issued and display a CASD Parking Permit. Students seeking a parking permit will be issued a permit after they sign a parking contract. Students who drive to school in a vehicle without a parking permit and/or park off campus are violating school rules. Vehicles parked on campus without parking permits will be ticketed and/or towed. Vehicles involved in a parking infraction will also be ticketed. Parking permits are available to all students possessing a legal Pennsylvania driver's license and are available in the school.

aa. Bicycles must be placed in the racks provided. Bicycles should be locked.

bb. Students in the building and elsewhere shall not run, push, shove, or otherwise interfere with the orderly flow of traffic in the halls, stairways, bus waiting areas, etc. Students are to refrain from sitting in the hallways. The rights of all students must be respected by all students.

cc. Staff and students must use courtesy and thoughtfulness so that all may use the facilities with equal opportunity, equal safety, and equal pleasure. If "horseplay" results in damage, those involved must pay for repairs and/or replacement of the damaged items.

dd. Report cards will be withheld from any student until he has made satisfactory settlement for all obligations (lost books and damaged school property, unpaid fees and school equipment not returned, detention assignments not completed, etc.)

ee. Students that are driven to school must be dropped off on campus.

ff. Students are not permitted outside of the building unless under teacher supervision. This includes between classes.

Discipline - Weapons (Board Policy 218.1)

Purpose

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

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, mace, firearm, shotgun, rifle, handgun, BB/pellet gun, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

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

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

Discipline – Terroristic Threats (Board Policy 218.2)

Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased, or being used by the district.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

Guidelines

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

Discipline of Students with Disabilities

Students with disabilities who engage in inappropriate behavior, disruptive activities, and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Program, and/or state and federal regulations.

The district shall comply with provisions of the Individuals with Disabilities Education Act (IDEA), and other federal and state statutes and regulations when disciplining students with disabilities for violations of District policy and school rules and regulations.

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited. During any period of disciplinary action, the student shall continue to receive a free and appropriate education, in accordance with federal and state law.

Disclaimer of Responsibility for Personal Property

The Carbondale Area School District is not responsible for personal articles brought onto school property or to school activities held off school property, whether the articles are used in school activities. The district offers lockers for storage of personal articles of students, but does not assume any liability for articles stored in the facilities. The district may supply locks for use by students but makes no warranty as to their fitness or effectiveness and accepts no liability for their use.

Dress and Grooming (Board Policy 221)

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

The Board may require students to wear standard dress or uniforms, which may be required district-wide or by individual schools.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Uniform Policy

The Carbondale Area School District has adopted the attached school uniform policy for grades pre- K through 12. The uniforms may be worn in any combination. The CAES PTA runs a School Uniform exchange program. Used and outgrown uniforms that are gently used, cleaned and in wearable condition will be collected for the uniform exchange.

For High school students in need of uniforms please email our building secretaries at michele.caviston@carbondalearea.org or cori.wright@carbondalearea.org .

GENERAL INFORMATION

- All students must attend school each day in uniform.
- Uniform shirts must be school colors of White, Red, Royal Blue, Light Blue, and Navy Blue. Embroidery for shirts is optional.
- All uniform pieces must be appropriately sized for the child, that is, they must be no more than one regular size larger than the student measures. Pants are not to be rolled up. Extra wide, extra full, extra-long, baggy or sagging pants and shorts are not acceptable. All pants and shorts must be worn waist high. If necessary, a belt must be worn.
- All colors must be solid, that is, without patterns, designs, checks, etc. No visible emblems, tags, or logos are allowed on uniform clothing except for the district monogramming/embroidery (as per samples).
- Uniforms may be purchased at the store/vendor of choice, as long as they conform to this Uniform Policy.
- No denim, cargo pants, wind pants, or spandex. All pants must be school colors, navy blue, khaki or black.
- No gym/athletic shorts.
- Uniforms may not be embellished in any way, including adding or changing buttons or pins or cricket.
- Shoes with laces must be tied. Any shoe that poses a safety hazard is not permitted; shoes must be both closed toe and with backs. High heels, platform shoes, crocs, slides, flip flops, clogs or mules are NOT allowed.
- Socks, tights, or stockings must be worn at all times. Socks with offensive designs are not acceptable.
- Hats/caps, kerchiefs, bandannas, sweatbands, or other head coverings are not permitted while inside the building.
- Chains worn on clothing, spiked bracelets, or dog collars are not permitted.
- NO HOODED SWEATSHIRTS ARE ALLOWED. Only uniform sweaters or sweatshirts are permitted.
- Torn clothing is also not allowed.

Drug and Alcohol Awareness - Controlled Substances/Paraphernalia (Board Policy 227)

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

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

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility
The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
   Provide education concerning the dangers of abusing controlled substances.
3. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines
Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids
The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, **increasing muscle bulk or strength, or the enhancement** of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

Reasonable Suspicion/Testing
If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Educational Trips (Board Policy 231)
Purpose
The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority
The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the Superintendent and/or building principal.

Class trips and social events that take place outside of school facilities require approval by the Board.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for Board policies, administrative regulations or school rules.

Delegation of Responsibility
The Superintendent or designee shall develop administrative regulations governing the conduct of student social events and class trips.

Electronic Devices (Board Policy 237)

Purpose
The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Definition
Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, Blackberries, and laptop computers, as well as any new technology developed with similar capabilities.

Authority
The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

The district shall not be liable for the loss, damage, or misuse of any electronic device.

Electronic Images and Photographs
The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities
This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.

6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Elementary and Secondary Education Act (ESEA)

According to ESEA, parents have the right to be notified at the beginning of each school year that they may request and obtain information from the school district about qualifications of staff instructing their child including:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate degree certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Complaints alleging violations of law in the District's administration of ESEA education programs must be filed with the Assistant Superintendent as a written, signed statement that identifies: the alleged ESEA violation, facts supporting the alleged violation, and supporting documentation, such as information on discussions, correspondence or meetings with the District regarding the complaint.

Emergency Contacts

At the beginning of each school year, materials are distributed to all students enrolled within the District to confirm emergency contact information. The completion of this requested information assists District administrators in contacting parents in the event of a child's illness or school emergency, and it is critical to the operations of the District that this information be completed in its entirety.

The requested information includes mother and father's names, name of parents' employers, and the parents' daytime telephone numbers. Parents are also asked to list, in priority order, at least two adults that may act in the absence of the parent in an emergency if the building principal is unable to contact the child's parent or legal guardian.

An emergency will be defined as injury at school that may require medical attention, building or grounds evacuation, and the removal and transportation of the child from school in the event of a student's illness. The building principal or school nurse will act in the absence of the parent if an accident or illness requires emergency transportation to a hospital or medical facility. A student will be released to an individual listed as an emergency contact only when an emergency exists.

If a parent would like his or her child released to an individual listed as an emergency contact in a non-emergency situation, it will be necessary to include that person's name on a separate letter listing all individuals permitted to pick up or transport the child from school.

> *A release letter may use the following format.*
>
> *I authorize the administration of [school name] to release my child, [child's formal name and date of birth], to the following individual(s) during or after the school day: [Full name and address of individual(s).*
>
> *Respectfully,*
> *[Formal name of parent(s) / date]*

Release letters will be honored through the end of a current school year. A new letter will be required each new school year.

Ethnic Intimidation

The responsibility of each individual functioning in any society, including our school society, is to interact toward each other with mutual respect and, at minimum, in a manner which is non-threatening and intimidating. Our administration will cite individuals who are found intimidating, threatening, or maliciously making remarks toward the race, religion or national origin of another. Please refer to section 2710 of the **Crimes Code of Pa.**, listed below, for clarification:

a. Offense defined - A person commits the offense of ethnic intimidation if, with malicious intention toward the race, color, religion or national origin of another individual or groups of individuals, he commits an offense under any other provision of this article or under Chapter 33 (relating to arson, criminal mischief and other property destruction) exclusive of section 3307 (relating to institutional vandalism) or under section 3503 (relating to criminal trespass) or under section 5504 (relating to harassment by communication or address) with respect to one or more members of such group or to their property.

b. Grading - An offense under this section shall be classified as a misdemeanor of the third degree if the other offense is classified as a summary offense. Otherwise, an offense under this section shall be classified one degree higher in the classification specified in section 106 (relating to classes of offenses) than the classification of the other offense.

c. Definition - As used in this section "malicious intention" means the intention to commit any act, the commission of which is a necessary element of any offense referred to in subsection (a) motivated by hatred toward the race, color, religion or national origin of another individual or group of individuals.

Evacuation Drills

All students should proceed quickly, quietly, and in an orderly fashion during evacuation of the building. Fire exits are indicated in each room, and there is an assigned route for leaving the building.

When the fire alarm rings students should follow the assigned route, which will take them far enough from the building so as not to interfere with emergency personnel. Class groups shall stay together in these assembly areas to enable teachers to check class rosters. A signal will indicate when students are to return to the building.

Extracurricular and Co-Curricular Activities (Board Policy 122)

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

Purpose
The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

Definitions
For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

For purposes of this policy, an **athletic activity** shall mean all of the following:

1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
2. Noncompetitive cheerleading that is sponsored by or associated with the school.
3. Practices, interschool practices and scrimmages for all athletic activities.

Authority
The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.

The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.

Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Board upon recommendation of the Superintendent.

The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:

1. The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.
2. Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.

Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.

Off-Campus Activities
This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist.

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility
Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall develop administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.

Guidelines
Guidelines shall ensure that the program of extracurricular activities:

1. Assesses the needs and interests of and is responsive to district students.
2. Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.
3. Involves students in developing and planning extracurricular activities.
4. Ensures provision of competent guidance and supervision by staff.
5. Guards against exploitation of students.
6. Provides a variety of experiences and diversity of organizational models.
7. Provides for continuing evaluation of the program and its components.
8. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.

Equal Access Act
The district shall provide secondary students the opportunity for non-curriculum related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.

Non-instructional time is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

Field Trips, Class (Board Policy 121)
Purpose
The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Definition
For purposes of this policy, a **field trip** shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom and is supervised by a teacher or district employee.

Authority
The Board shall approve annually a list of potential field trips. All proposed field trips not listed must be approved individually by the Board.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

Delegation of Responsibility
The Superintendent or designee shall develop administrative regulations for the operation of field trips.

Guidelines
Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Administration of Medication
The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.

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

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

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

Grade Book
Gradebook is a very useful tool that allows students and their parents to track their academic progress in each course. Teachers post both assignments and grades to Gradebook. Parents and their children have access to Gradebook, which can be found under the "Student" tab on the district website. Students receive their login at the beginning of the school year. Students or parents should contact the Guidance Office if they have trouble logging in. Parents and students are strongly encouraged to utilize this wonderful tool on a daily basis.

It is the responsibility of the student to talk to the teacher if they are not achieving high grades in a course to determine what assignments need to be made up. A parent can contact the teacher, via email or phone, if they have questions as well. This proactive communication will help to ensure student success in all classes.

Grading of Student Progress (Board Policy 212)

Purpose

The Board recognizes that communication between school and home is a vital component in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress.

Authority

The Board directs that the district's instructional program shall include a system of measuring all students' academic progress.

The Board directs the Superintendent to establish a system of reporting student progress that includes academic progress reports, grade reports, and parent/guardian conferences with teachers.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for reporting student progress to parents/guardians.

All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.

Guidelines

Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized.

Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.

Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.

Grade reports shall be issued at intervals of not less than four (4) times a year.

Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.

Graduation Requirements (Board Policy 217)

Purpose

The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building or on the district's website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building or on the district's website immediately following approval by the Board.

Diplomas

The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Students With Disabilities -
The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.

Part-Time Students -
A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.

Full-Time Postsecondary Students -
The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a post-secondary institution as a full-time student.

Eligible Veterans -
In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

Delegation of Responsibility
The Superintendent or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians.
2. Counseling of students regarding expectations of graduation requirements.
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.
5. Provision of assistance to those students having difficulty attaining the academic standards.
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

Graduation Pathways (Act 158)

ACT 158
Act 158 of 2018 (Act 158) provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) in order for a student to achieve statewide graduation requirements. This toolkit is designed to provide guidance as a result of the enactments of Act 158 and Act 6 of 2017 (Act 6), which established alternative pathways to meeting statewide graduation requirements for students who are Career and Technical Education (CTE) concentrators.
Effective with the graduating class of 2023[1], students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams in order to meet statewide graduation requirements, students must take the Keystone Exams for purposes of federal accountability. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate.
Detailed information will be provided to students/parents. You can find detailed information at https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/GraduationRequirements/Pages/default.aspx

Hall Passes
The student hall pass (Smart Pass) is official evidence that the students received permission to be in a place for a legitimate reason. Students are limited to 2 Smart Passes for lavatory use each day. They may use the lavatory during lunch without using their Smart Pass.

Harassment of Others

Discipline

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

Appeal Procedure

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

Unlawful Harassment

The Carbondale Area Board of Education strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Carbondale Area Board of Education prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

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

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

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

The district shall provide training for students and staff concerning all aspects of unlawful harassment.
The term *harassment* includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.
Ethnic harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment.
Sexual Harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

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

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

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

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

Students may report harassment complaints to building principals, teachers, counselors, nurses, or administrators. All employees who receive harassment complaints from a student shall report such to the building principals.

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

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

Complaint Procedure

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent, and others directly involved, as appropriate.

4. If the investigation results in a substantiated charge of harassment, the Carbondale Area School District shall take prompt corrective action to ensure the harassment ceases and will not recur.

Health Services

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

1. **Students are prohibited from going to the nurse's office without permission from the classroom teacher.** The only exceptions are accidents and the acutely ill. Students may not go to the nurse's office between classes.
2. **The nurse's office functions primarily as a health-screening area, and as such will not provide day-long care for students.** After initial care, the student who cannot return to class will remain in the nurse's office while a parent/guardian is located. Students may only phone the individuals whose names appear on their data cards, and in the order in which they appear.
3. **A student receiving any medication during school hours must have a note from the physician.** Medications will not be given without a doctor's note. Certain students may be in possession of an inhaler or a bee sting preventative.
4. **Parents/Guardians picking up an ill student** must sign him/her out in the nurse's office.
5. **Students may go to the nurse's office** for Band-Aids, passes or other incidentals between 8:30 a.m. and 9:00 a.m. The purpose of the school health program is the attainment of optimum of health for all children through joint efforts of the home, school, and community.

Privacy Of Student Health Information

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

Health services include the following:

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

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

Parental Responsibilities:

1. The school nurse should be notified of any chronic health conditions a child may have or any impairment which can adversely affect his/her academic performance.
2. Since exclusion from school is mandated by law for several illnesses, a parent MUST inform the school nurse if the child has any of the following contagious illnesses:
    a. Acute contagious conjunctivitis (pink eye).
    b. Ringworm.
    c. Impetigo.
    d. Head lice. (Carbondale Area has a "no lice/no nit" policy.)
    e. Scabies.
    f. Tonsillitis.
    g. Strep infection, including scarlet fever.
    h. Chicken pox (a child with chicken pox **MUST be excluded for SIX DAYS** after the last vesicular eruption.)
    i. Measles.
3. All children must receive the vaccinations mandated by the ***Department of Health***.
4. If your child has allergies such as bee sting or peanuts, that may require Benadryl and/or an EpiPen for emergency treatment, please obtain a prescription from the doctor for the emergency medication, complete the parental portion of the medication form and bring the ordered medication to the school nurse.

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

Policy for Medication Use in School:

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

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

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

Homeless Students

The district must ensure homeless students have access to the same educational programs and services provided to other District students. Students determined to be homeless have specific rights including free school meals and consideration for remaining in the school the student was attending at the time he or she became homeless.

Homeless students are generally defined as individuals lacking a fixed, regular, and adequate night-time residence. If a student or parent believes they meet any of these conditions, they should contact their school counselor immediately.

Homework (Board Policy 130)

Purpose

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Broaden areas of interest through enrichment.

3. Provide opportunities for parents/guardians to know what their child is studying.
4. Encourage parent/guardian and child interaction.

Guidelines

Each student shall be responsible for completing homework assignments as directed.

Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time.

The demand of homework upon the students' time shall be consistent with the best interests of the students in regard to other valuable experiences to be gained outside of school.

Homework shall not be assigned as a form of punishment.

Honor Rolls

Honor roll lists will be announced following the close of each marking period. Each marking period will produce its own honor roll. The honor roll is not cumulative. Those students, who have attained an average of 86% in all subjects and have maintained a minimum of 77% in all courses, shall constitute the honor roll.

Those who have attained an average of 93% in all subjects shall constitute the distinguished honor group. No students will have distinguished honor status if a minimum of 86% is not maintained in all courses.

Distinguished Academic Honors has been established to recognize students who achieve and maintain a cumulative academic course average of 93.0 and above [not rounded] with a minimum of four [4] core academic courses of rigor, including courses adhering to the College Prep, Honors, and Advanced Placement curriculum; the only exception to this would be Career Technology students who may only have three [3] core academic courses of rigor in conjunction with their specific programming at the Career Technology Center.

No students will have honor or distinguished honor status if any course is failed for that marking period.

Keystone Exams

The Keystone Exams are end-of-course assessments designed to determine proficiency in the subject areas of Algebra, Biology, and Literature. They are typically taken as an end-of-course examination in two modules, compromised of both multiple choice and constructed response items. Any student taking a Keystone related course must take the exams. Juniors who previously completed a Keystone Exam with a score lower than proficiency will be required to retake the Exam.

Leaving School Premises

Students shall not leave the school premises without consent of the administration. Students who willfully leave the school campus after arriving in the morning and/or during the regular school hours will be disciplined accordingly. The full text of district attendance policies is available in school and on the Internet.

Library Policies and Procedures

Hours

The library is open from 8:23 a.m. until 3:00 p.m. However, students who need to initiate a Chromebook repair or borrow a Chromebook or charger may come to the library during Homeroom.

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

1. from study hall with a pass signed by the study hall teacher to obtain assistance with research-related assignments; to utilize, check-out, or return library books and magazines; to initiate a Chromebook repair; to loan a Chromebook or charger.
2. from a subject area class with a pass signed by the respective subject area teacher to initiate a Chromebook repair or to loan a Chromebook or charger.

Check-Out of Materials

The circulation period for general library books is two weeks. Reference materials and magazines/newspapers may not be taken from the library without librarian approval. Circulation privileges cease until all library obligations have been cleared for overdue or damaged items.

Loss or Damage of Materials

Students will be charged the current price for lost or damaged books.

Theft or Defacement of Materials

Students will be held responsible for the full replacement cost of defaced or stolen materials. In addition, they will lose their access to the library. Willful destruction of school property will be treated according to district policy.

Lockers/Locker Searches (Board Policy 226)

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by

reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided

by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,

2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found during Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Lost and Found

Lost items such as jewelry, wallets, cameras or smaller type items are stored in the office. Students should return found items to the designated lost and found collection area. Articles unclaimed after a reasonable period will not be retained.

Moving from the District

Parents of children moving from the district are asked to notify their child's building principal and complete the necessary withdrawal forms with the date they are moving and, if known, the name and address of the new school. If requested, a transfer card will be given to the student to present to his/her new school.

Students enrolling in a home education, private school, or charter school (including cyber charter schools) are not considered withdrawn from the district until their program and acceptance is approved. Students are expected to continue to attend school until notified of their last day as a District student. Students who have been removed from the district attendance rolls, but are not attending an accredited educational program will be regarded as unlawfully absent. Unlawful absences result in a citation from the district and will be prosecuted by the local magistrate.

National Honor Society

The National Honor Society and National Junior Honor Society are national organizations that recognize outstanding students who demonstrate high levels of scholarship, leadership, service, and character, with the additional attribute of citizenship for NJHS. To qualify for and maintain membership in the Carbondale Area Chapters of NHS or NJHS, students must meet the following criteria.

7th grade students must maintain a 90 average for the first two quarters, and then apply for membership by writing an application essay and seeking teacher recommendations. 8th and 9th grade students who were not previously inducted can also apply if they maintained a 90 overall for the previous school year and a 90 for the first two quarters of their current school year. To maintain membership, students must perform 10 hours of community service throughout the year and not have more than two marking periods where their overall average falls below 90 percent.

10th grade students must maintain a 90 average for the first two quarters, plus have had an overall average of 90 or better in 9th grade, and then apply for membership by writing an application essay and seeking teacher recommendations. 11th and 12th grade students who were not previously inducted can also apply if they maintained a 90 overall for the previous school year and a 90 for the first two quarters of their current school year. To maintain membership, students must perform 15 hours of community service throughout the year and not have more than two marking periods where their overall average falls below 90 percent.

Nondiscrimination in School and Classroom Practices (Board Policy 103)

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or for opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, **harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, 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 status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. **Sexual violence** means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.

6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.
4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes they have been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

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, as well as properly making any mandatory police or child protective services reports required by law.

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 may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

Obligations

Whether from late library books, lost textbooks, borrowed equipment, missed detention or other situation students have a responsibility to meet their financial and time commitments. Students who have outstanding obligations will not be issued parking passes, will be prohibited from attending homecoming and prom activities, and will be prevented from participating in extracurricular activities. Athletes with obligations will be prohibited from participating in their sport(s).

Parking Regulations

A limited quantity of parking permits will be issued for student use during the year. While student parking at the high school has always been viewed as a **privilege** that can be revoked for misuse of the privilege or for serious disciplinary violations, it had previously been open to any students with a driver's license who drive to school even on occasion. Increased enrollment and requests from students for parking permits have necessitated the need to revise parking privileges.

- Students must arrive by 7:55AM.
- During the school day, no student may drive or park a vehicle on Carbondale Area School District property without proper authorization from the building administration.
- Only seniors will be granted the privilege of parking on school property during the school day. If spaces are available, juniors will be given the opportunity to obtain a parking tag.
- Parking permits will be issued to students needing to travel to and from job and/or placement opportunities during the school day. The remaining tags will be distributed on a first come first serve basis. A waiting list will be established. If a parking tag is permanently revoked, it will be given to the first person on the waiting list.
- While the Carbondale Area School District does not regulate parking off of school grounds, students are reminded that they are required to comply with township parking regulations.

Procedures to Register a Vehicle

All vehicles must be registered in the office to park on school property. Approved students will be issued a parking tag at a cost of $25.00. Lost tags will be replaced for a fee of $3.00. If a tag is revoked for any reason, the tag fee will not be refunded.

The student registering the vehicle must provide the following: valid Pennsylvania driver's license, proof of current insurance, vehicle registration, and completed parking application.

Other Regulations Pertaining to Attendance, Behavior and Financial Obligations

- Absences and tardies to school will impact a student's privilege to drive to school. For disciplinary consequences, refer to Absence and Tardiness Policies.
- Parking tags are given to individuals for specific vehicles. No other person but the person for whom the tag has been issued may use the tag.

- Students must realize parking is a privilege that may be revoked for reasons related to a student's disciplinary record. As a provision of Board or Administrative probation, parking privileges are revoked while students are on probation.
- Under the provisions of Board Policy 218 Student Discipline, disciplinary consequences will be imposed for the following reasons:
  - No parking permit displayed
  - Vehicle not registered
  - Unauthorized use of another student's permit
  - Vehicle parked improperly
  - Inappropriate behavior related to vehicle on school property
- Students receiving suspension, in school or out of school, will lose parking privileges as noted below:
  - First suspension – five days loss of parking privilege
  - Second suspension – ten days loss of parking privilege
  - Third suspension – loss of privilege for remainder of the school year
- School financial obligations must be cleared to receive or retain a parking permit.

Partnership for Safe School

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

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

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

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

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

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

III. DEFINITIONS:
Contraband: any controlled substance, drug, inhalant, cosmetic, weapon, or any other object deemed prohibited by the school, which is possessed by any person not entitled to possess that item.
Distribution: actual or attempted transfer from one person to another of a controlled substance or other drug. Distribution includes the delivering, selling, passing, sharing, or giving any drug from one person to another.
Drug/Mood Altering Substance/Alcohol: any alcohol or malt beverage, any drug listed in Controlled Substance Drug Device and Cosmetic Act, as amended, as a controlled substance, chemical, abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter the mood.

Examples of the above include but are not limited to beer, wine, liquor, cocaine, crack cocaine, heroin, hallucinogens (LSD, mushrooms), marihuana, anabolic steroids, hashish, chemical solvents, inhalants, glue, counterfeit substances, and

any capsules or pills not registered with the school nurse, annotated within the student's health record and given in accordance with the School District's policy for the administration of medication to students in school.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. PROHIBITED CONDUCT:

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

1. The possession of any weapon, as defined in Section III above, by a student on school property or at a school-sponsored event.
2. The threat of violence, by or against any student on school property or at a school sponsored event. This prohibition includes situations where either the threat or the threatened violent act occurs at school or at a school-sponsored event.
3. Any act of violence by or against a student on school property or at a school-sponsored event.
4. Being under the influence, or having consumed, injected, or ingested any controlled substance, alcohol, non-controlled substance, marijuana, including prescription drugs not registered with the school nurse as required in Section VI.
5. The manufacture, sale or delivery, holding, offering for sale, soliciting to possess, or possession of alcohol, marijuana, any controlled substance, or other drug, including prescription drug.

6. The use or possession of drug paraphernalia for the purpose of manufacturing, packing, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
7. The manufacture, sale, or delivery, holding, offering for sale, or possession of a non-controlled substance that has a stimulant or depressant effect on humans, other than a prescription drug, which, or the label or container of which, substantially resembles specific controlled substance.
8. The sale or delivery, holding, offering for sale, or possession of non-controlled substance upon the express or implied representation that the substance is a controlled substance; or upon the express or implied representation that the recipient, in turn, will be able to distribute or sell the substance as a controlled substance.

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

V. CONSEQUENCES OF PROHIBITED CONDUCT:

A. Any student found by the principal or his/her designee to be in violation of the policy set forth herein shall be subject to the following guidelines.

B. Situation Guidelines

1. The possession of a weapon by a student on school property or at a school-sponsored event is suspected based upon uncorroborated information from reliable sources, but there is no direct observation by a school official of a violation of the law or of school regulations:

a. Immediate action: School officials investigate information to confirm the presence of a weapon. No steps will be taken which could or will endanger either the suspected student or other students in the area.
b. Investigation: At the discretion of the senior school official present. School officials may request law enforcement assistance.
c. Parental notification: Parents of suspected student will be notified. Investigation will not be delayed pending parental notification.
d. Law enforcement notification: Not required. Law enforcement officials may be notified and their assistance requested by the senior school official present based upon the credibility and seriousness of the threat.
e. Consequences: At the discretion of school officials.

2. School officials confirm the presence of a weapon on school property or at a school-sponsored event.
a. Immediate action: School officials will take immediate action to isolate and protect students from the weapon. School officials will remove all students and staff to a position of safety away from the weapon. If the weapon is in the possession of a student or other person, school officials will attempt to isolate that student or person from the rest of the student body and staff. The safety of all students and staff is paramount. School officials must request assistance from local law enforcement authorities immediately. On arrival at the scene, law enforcement officials will immediately take control to the extent necessary to protect students and staff.
b. Investigation: School officials will request immediate assistance from local law enforcement officials to investigate the weapon and the threat posed.
c. Parental notification: If the weapon is located in the possession of a student, that student's parents will be notified immediately. No actions designed to assure the safety of the student body will be delayed pending parental notification.
d. Law enforcement notification: Immediate.
e. Consequences: At the discretion of school officials except where investigation reveals a violation of the law.

3. A threat of violence is made, in writing or verbally, by or against any student while on school property or at a school-sponsored event.
a. Immediate action: The senior school official present will isolate the person issuing the threat from the rest of the student body, particularly the object of the threat.
b. Investigation: The senior school official present will investigate the nature and seriousness of the threat. School officials may call upon local law enforcement officials for assistance in this investigation.
c. Parental notification: School officials will immediately notify the parents of any student issuing a threat against anyone on school property or at a school-sponsored event. No protective or investigative action will be delayed pending parental notification.
d. Law enforcement notification: At the discretion of the senior school official present, depending upon the nature and seriousness of the threat.

e. Consequences: At the discretion of school officials except where investigation reveals a violation of the law.

4. A weapon is used by or against a student while on school property or at a school-sponsored event.
   a. Immediate action: The senior school official present will take immediate steps to protect all students and staff by isolating them from the weapon and the violent offender. School officials will notify law enforcement officials immediately. For the safety of all involved, law enforcement officials will take control of the scene immediately upon arrival.
   b. Investigation: The use of a weapon is a violation of the laws of the Commonwealth as well as of school policy. Therefore, all investigation will be directed and conducted by law enforcement officials with the cooperation of school officials.
   c. Parental Notification: School officials will immediately notify the parents of any student known to use a weapon on school property, as well as the parents of any student against whom a weapon is used. No protective or investigative action will be delayed pending parental notification.
   d. Law enforcement notification: Immediate.
   e. Consequences: Academic consequences at the discretion of the School_District. Potential legal consequences at the discretion of law enforcement.

5. The possible use of drug/mood altering substance/alcohol by a student is suspected based on corroborated information from reliable sources but there is no direct observation by a school official of violation of awl or school regulation.
   a. Immediate action: The student is informed of available help and encouraged to seek assistance.
   b. Investigation: Referral to Student Support Team.
   c. Parental notification: Parents will be notified. (At the discretion of school officials parental notification need not precede nor supersede investigative actions.)
   d. Law enforcement notification: Not required.
   e. Consequences: At the discretion of the Student Support Team.

6. Based on direct observation by a school official, a student demonstrates symptoms of drug/mood altering substance/alcohol use such as staggering, slurred speech, dazed appearance, incoherence, inability to respond, and/or odor of alcohol. If this situation occurs off the school property, see Section V.B.4 (below).
   a. Immediate action: The person detecting the activity will summon the school nurse and the principal or his/her designee. If necessary, the student will be transported to a medical facility at parental expense.
   b. Investigation: The principal or his/her designee will investigate the incident. This may include a search of the student, his/her locker, and other personal property.
   c. Parental notification: Parents will be notified of the incident.
   d. Law enforcement notification: Required.
   e. Consequences: To be determined by school officials and local law enforcement officials.

7. A student possesses drug-related paraphernalia or counterfeit drugs and/or indicates the intention to sell or distribute counterfeit drugs.
   a. Immediate action: The person detecting the activity will secure the item and summon the principal or his/her designee, who will confiscate the paraphernalia or substance.
   b. Investigation: The principal or his/her designee will search the student and his/her locker. The student's car and other personal property may be searched.
   c. Parental notification: Required.
   d. Law enforcement notification: Required.
   e. Consequences: To be determined by school officials and local law enforcement officials.

8. At a school-sponsored function, a school official observes a student demonstrating obvious symptoms of possible drug/mood altering substance/alcohol use.
   a. Immediate action: The parent will be notified. Students will be detained until parent arrives or parent makes arrangements for student. If necessary, student will be transported to a medical facility at parental expense. The chaperone/advisor will notify the principal or his/her designee.
   b. Investigation: The principal or his/her designee will search the student and his/her locker. The student's car and other personal property may also be searched.
   c. Parental notification: Required.
   d. Law enforcement notification: Required.
   e. Consequences: To be determined by school officials and local law enforcement officials.

9. A student possesses, uses, or is under the influence of drugs/mood altering substance/alcohol.

a. Immediate action: The person detecting the activity will summon the nurse and the principal or his/her designee.
b. Investigation: The student, his/her locker and personal property will be searched by the principal or his/her designee in the presence of the police.
c. Parental notification: Required.
d. Law enforcement notification: Required.
e. Consequences: To be determined by school officials and local law enforcement officials.

10. A student is distributing a drug or controlled substance or is furnishing alcohol on school property or in a location in the jurisdiction and control of the School District.
a. Immediate action: The person detecting the activity will summon the principal or his/her designee.
b. Investigation: The student, his/her locker and personal property will be searched by the principal or his/her designee in the presence of the police.
c. Parental notification: Required.
d. Law enforcement notification: Required.
e. Consequences: To be determined by school officials and local law enforcement officials.

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

All drugs, drug paraphernalia, and/or alcohol found or confiscated on School District property will be turned over to the principal or his/her designee. In the case where an item is found in a location other than on school property, the item will be turned over directly to the Superintendent or his/her designee.
Confiscated material will be labeled with the following information: date found, place found, person confiscating or finding the item. The item should then be turned over to the appropriate local law enforcement officials on the same day when possible. When immediate turnover is not possible, the confiscated material will be stored in a secure location on school property.

VII. SEARCH POLICY:

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

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

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

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

A. BLANKET OR GENERAL SEARCH:

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

The principal may, with or without prior notice, search all student lockers. The principal may request the assistance of local law enforcement.
Note: This example is taken from a search conducted at Harborcreek High School Erie County, Pennsylvania. The Pennsylvania Supreme Court held that search to be legal under both the United States and the Pennsylvania Constitutions. (Commonwealth v. Cass, 1998 WL 3264 (Pa) (January 7, 1998).)

B. INDIVIDUAL SEARCH:

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

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

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

C. AUTOMOBILE SEARCH:

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

Physical Education

All students in the secondary schools will be required to take physical education unless excused by a physician's certificate. In order that there may be uniformity of dress in the physical education classes, a gym suit for girls and boys is required by the physical education department. For safety's sake, students must wear sneakers during class activities. Sneakers must be properly laced and tied. Students are strongly encouraged to place any clothing or other items of value in a locked gym locker during each physical education class or practice. Each year locks for gym lockers are sold to students. Locker use is subject to Board Policy 226.

Probation

Probation may be imposed by either the administration or the Board as part of the consequences or disciplinary action for students who violate Policy 218. As part of the rehabilitation process designed to modify student behavior, probation is intended to provide close monitoring of student performance and assistance as may be needed to help the student reach established goals. There is a loss of certain student privileges associated with probation, including being restricted from participation in student activities to include the athletic program.

A student on administrative and/or Board probation shall be suspended from:

1. Appearing or representing his/her school before a school or public audience. This suspension includes but shall not be limited to student participation as:
2. A member of an interscholastic athletic team
3. A graduating senior in recognition/commencement ceremonies
4. A member of the cast of any dramatic production
5. A member of a musical performing group (band, chorus, etc.). Students enrolled in credit courses involving any of the above activities shall not be excluded from activities of the course other than public performances. Students on probation who are involved in extracurricular activities which are not part of courses for credit shall not be permitted to practice these activities during the probationary period. Examples: interscholastic athletics and dramatic productions.
6. Serving as an usher or guide
7. Holding or executing the duties of any office in any school organization
8. Attending any school dance, party, or other social event
9. Parking an automobile on school property
10. Exercising any privileges awarded to students on an honor basis
11. Participating in school trips which are not course requirements
12. Participating in clubs

A student on administrative probation will generally be suspended from items 1-8 above.

Students on probation must petition the Administration and/or Board to have their probation removed as appropriate and delineated in Board Policy.

Public Displays of Affection

Students are reminded that school is a public place and proper decorum must be exhibited at all times. As such, physical displays of affection are unacceptable. Inappropriate displays of affection are subject to appropriate disciplinary consequences depending on the severity of the action.

Public Records (Board Policy 801)

The Right-to-Know Law requires the district to provide many records available by request for duplication. Residents seeking information under the Right-to-Know Law may download the district request form and schedule of fees from the district website or they may pick up these materials at the Administration Center for Education.

Publications

The creation, manufacture, or dissemination of any booklet, pamphlet, magazine, periodical, or other publication in or on the premises of the Carbondale Area School District is prohibited without prior approval by the administration for approval five school days before the intended distribution. A copy of the proposed publication or a copy of the format of the proposed publication shall be submitted to the administration. Should the publication be intended for one building, it shall be submitted through the building principal. Approval of a periodical shall continue in force until withdrawn or otherwise noted.

Records/Transcripts

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

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

Releasing Students to Non-Custodial Parents

The business of the district is to educate children and not to preside over domestic disputes. It is, therefore, up to parents and the judicial system to see that custody and visitation orders are obeyed. If there are any court ordered custody orders in effect, the district should be provided a copy of the most recent order so we can assist in ensuring students are released to the proper custodial parent/guardian.

If a parent/guardian does not want a relative, friend, or non-custodial parent to communicate with or pick up a child at school, this needs to be communicated with the principal in writing. However, it is important to note, if an individual has legal access to the child, the principal cannot prevent them from interacting with them at school.

Report Cards

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

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late.

There are three ways to submit an anonymous tip:

- Call the tip line: 1-844-SAF2SAY (1-844-723-2729)
- Use the website: https://www.safe2saypa.org

- Use the mobile app available in iOS and Android stores

Answers to frequently asked questions can be found on the Safe2SaySomething website at https://www.safe2saypa.org

Safe Crisis Management

In the event a student jeopardizes the safety of himself or others by his behavior, there is a select group of trained professionals equipped to address the situation utilizing Safe Crisis Management techniques. These techniques have the student's safety as the primary objective.

Special Education

The purpose of this section is to provide you with information regarding Special Education programs and services that are available through Carbondale Area School District. In addition, Parent's Rights, related to procedural safeguards are highlighted and obligations regarding Student Records are identified.
"Every child can learn.. maybe not in the same way.. maybe not on the same day.. but, every child can learn."

WHAT IS SPECIAL EDUCATION?
***Special Education* is defined as specially designed instruction to meet the needs of an exceptional student.**
A student may be considered eligible for special education if he/she has one or more of the following disabilities:

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

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

Student Expression (Board Policy 220)

Purpose

The right of public-school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Definitions

Distribution means students issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after-hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression means verbal, written, technological or symbolic representation or communication.

Non-school materials means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to interfere with the educational process materially or substantially, including school activities, schoolwork, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, schoolwork, discipline, safety, and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, schoolwork, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected

expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

Distribution of Non-school Materials

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of non-school Materials

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be distributed in each school building. Such designations may consider maintenance of the flow of student traffic throughout the school and shall limit distribution of non-school materials to non-instructional times.

The building principal may determine disciplinary action for students who distribute or post non-school materials in violation of this policy and district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

Student Fundraising (Board Policy 229)

Purpose

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

Definition
For purposes of this policy, **student fundraising** shall include solicitation and collection of money by students in exchange for goods or services.

Authority
The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

District students are not obligated to conduct door-to-door sales for fundraising activities.

Delegation of Responsibility
Collection of money by approved school organizations may be permitted by the building principal.

Collections by students on behalf of school organizations outside the schools may be permitted only by the Board.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.

Funds solicited shall be controlled by Policy 618.

Student Involvement in Decision Making (Board Policy 232)

Purpose
The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because as an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making, and as part of their educational development, students should be provided experiences and decision-making roles to prepare them for the future, and students are a valuable resource whose contributions can aid and benefit the programs of the schools.

Authority
The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.

Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district's educational goals.

Delegation of Responsibility
The Superintendent or designee shall develop rules to implement this policy which:

1. Provide for submission, consideration, and response to constructive student suggestions.
2. Designate the manner by which students shall be selected for participation in school matters.
3. Ensure that student participation is fairly representational of the whole student body.
4. Ensure that the student voice and vote in decision-making is fairly balanced with those of faculty, administration and community members.

Student Records (Board Policy 216)

Authority
The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request.

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.

Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education. All rights accorded to, and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student.

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.

Personally identifiable information - includes, but is not limited to:

1. The name of a student, the student's parents or other family members.
2. The address of the student or student’s family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes/knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has attended the district and regarding whom the district maintains education records.

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.

Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

Guidelines

The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
7. Determining the types of personally identifiable information designated as directory information.
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.
11. Ensuring appropriate review, retention, disposal and protection of student records.
12. Transferring education records and appropriate disciplinary records to other school districts.

Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and post-secondary institutions and shall comply with law and Board policy.

Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.

In the event the district receives a request for information from the school records of a missing child, the district shall:

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

Summer Enrichment

Students who fail a class are encouraged to attend summer school to retake and pass that class, therefore maintaining progress toward graduation.

> 7TH and 8th grade - To properly remediate for PSSA testing,7th and 8th grade students who fail Math, ELA, (English/Reading),Science or Phys Ed or any combination of the 3 will be required to re-take and pass those courses in Carbondale Area's Hybrid Summer Enrichment Program. Students will be required to attend face-to-face instruction each Monday for 2 hours (Phys Ed 1 hr). Students would then work independently on subject work assigned by the teacher that must be submitted electronically no later than 3 pm on Thursday. Summer Enrichment will last 5 weeks. Failure to enroll and successfully pass will result in the student being retained in his/her present grade level and therefore having to repeat all appropriate grade level courses.
>
> 9th through 12th Grade - Penn Foster will be Carbondale Area's official on-line credit recovery program (Summer School) for students in grades 9 through 12 who fail a course (s). Students are encouraged to make up any courses they failed in the summer immediately following the failure of any course. However, they will not be required to do so, nor will they be retained in their present grade level if they do not do so. They will be promoted to the next grade level, lacking credits and will be required to make up the failed course(s), on-line through Penn Foster, before their anticipated graduation, for students lacking credits to graduate on time, the Guidance Department will keep students and families informed of their credit status.

Suspension and Expulsion (Board Policy 233)

Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

Guidelines

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by the building principal.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The district shall provide for the student's education during the period of in-school suspension.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

    a. The need for laboratory reports from law enforcement agencies.
    b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
    c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Student Make-Up of Work after Suspension

Students who have been suspended for disciplinary reasons may make up assessments and other work missed according to the following guidelines:

1. The student shall take the initiative for making up work.
2. Work must be made up within a reasonable length of time. Barring unusual circumstances, all work is to be completed within the same length of time as the suspension.
3. Students must consult with staff and schedule all make-up work at a time convenient to staff.
4. Work that is properly made up will be marked, given equitable credit, and entered into the student’s record. No credit will be given if the student fails to make up the work within the same length of time as the suspension.
5. Whenever possible, students on in-school suspension shall be required to take assessments at the same time as their class. Such students will also be required to maintain their daily class work.

Telephone Security

The telephones within the schools of the Carbondale Area School District have the capability of caller identification (ID) and customer operated tracing. Threatening or harassing calls will be reported to the telephone companies and the local police department. Threatening or harassing telephone calls will be prosecuted in the courts by the district’s administration to the fullest extent of the law.

Telephone Use

The office telephone may not be used by pupils for personal calls, except in emergency situations. Forgetting homework assignments, books, projects, gym uniforms, or athletic team gear, etc. are not considered emergencies. Students who need to make emergency calls must request permission from the office staff to do so. All calls must be made from the office.

Textbooks

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

Terroristic Threats (Board Policy 218.2)

Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall follow state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

Guidelines

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

Title IX Position Statement

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

Tobacco/Nicotine Products (Board Policy 222)

Purpose

The Board recognizes that tobacco, nicotine and nicotine delivery products (vapes) present a health and safety hazard that can have serious consequences for both users and non-users and the safety and environment of the schools.

Definitions

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, vape, or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.

For purposes of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

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

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Delegation of Responsibility

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco/nicotine policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.

Additional Provisions - Tobacco Only

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

A student convicted of possessing or using tobacco/vapes in violation of this policy may be fined up to fifty dollars ($50) plus court costs or admitted by the court to alternative adjudication in lieu of imposition of a fine.

Use of Student Photos & Interviews

During the school year, there may be times when District staff would like to photograph students and/or their work to highlight their achievements. Those photographs may then appear in District and/or school publications, websites, or social media sites (ex. Twitter, Facebook, Instagram).

On occasion, schools may be visited by the news media (usually local television stations and newspapers) to photograph or audio/videotape students. Those interviews may then be shared by the news media in print, on television, over the radio, or on the internet. In these instances, the student's full name may be published along with the student's image/achievement.

If parents or guardians do not wish to have their child photographed, videotaped, or interviewed in these ways, they are asked to notify their child's principal in writing.

In addition, through partnerships with local colleges and universities, the district pairs veteran teachers with student teachers and/or pre-student teachers in partial fulfillment of college graduation requirements. For many college students, this field experience requires the completion of a video recording of their teaching abilities.

The district only permits this type of video recording with the understanding that protecting the confidentiality of our students is of primary importance. As such, video recordings are immediately destroyed/deleted once the student teacher and his/her supervisor have finished reviewing it for the course assignment.

Parents should contact their child's building principal with questions or concerns regarding the use of student photos, work, or recordings by student teachers.

Visiting School

The Board welcomes and encourages visits to the district's schools by parents, family members, adult residents of the community, and interested educators. To ensure order in the district's schools, it is necessary to establish guidelines governing school visits.

The Superintendent or designee has the authority to prohibit the entry of any person to a school in the district. The following procedures will be implemented:

- Students are not permitted to bring friends, house guests, etc., to school during the regular school day without the prior permission of the building principal. Any permission to do so for extraordinary reasons must have prior approval of an administrator at least one day in advance.
- People wishing to visit a school should decide in advance with the school office of that building. Permission must be secured at least 48 hours in advance from the principal (or the Director of Special Education), if the purpose of a school visit is to observe a classroom session.
- The principal shall have the authority to refuse permission to observe a certain class if he/she believes such a visitation would be detrimental to the program of the school. We ask that parents do not bring siblings or other young children to school visits. Small children tend to be a distracting influence, and their presence usually makes it impossible to observe a normal classroom situation.
- Upon arriving on the grounds of a school campus, visitors must park in designated parking areas and register at the school office to conduct their business.
- Visitors are required to present a valid driver's license or other state-issued identification. The ID will be scanned, and an ID badge will be printed. The badge is self-expiring, meaning after 12 hours a red stop sign will appear on the front so it cannot be reused.
- All visitors will be required to wear and openly display an authorized District visitor's pass during the time they are in the school.
- No visitor may confer with a student in school without the approval of the building administration.
- Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting.

The presence of a non-registered visitor on a school's campus will be reported to the police, and the

visitor will be asked to leave. There may be times when the district's school building will not be open to visitors because of school security concerns and emergency situations.

As a condition of visiting a classroom, parents/guardians of students currently or potentially assigned to a classroom who arrange for a classroom visitation shall agree to the following confidentiality and security requirements:

- Parents/Guardians will sign-in at the main office, obtain a visitor badge, and follow all building security procedures.
- Parents/Guardians will not disclose confidential or private information about other students to any non-essential personnel or member of the community.
- Parents/Guardians will not access or view any information or student records other than what is deemed necessary by Carbondale Area School District personnel.
- Parents/Guardians will not discuss or put into written form, any confidential and/or private information in an area where unauthorized individuals may hear or be able to read such information (e.g. hallways, cafeteria, playground, classrooms, etc.), even if specifics such as a student's name, are not used.
- Parents/Guardians will not make any unauthorized transmissions, copies, or alterations to any confidential or protected information.
- Parents/Guardians will not take photographs or audio or video recordings during classroom visitations.

Volunteer Clearance Policy & Procedures

The Carbondale Area School District welcomes and encourages volunteers in its schools, classrooms and as part of extracurricular activities. For the safety of District students and staff members, any adult wishing to volunteer is required to complete the Volunteer Application Process before being approved to do so.

The Carbondale Area School District Volunteer procedures meet, and in some respects exceed, the requirements of the Child Protective Services Act of 2014. This Act requires that any returning volunteer or prospective volunteer:

- Present themselves at any district school building or the District Administration building with a government issued photo identification card.
- If volunteering for the first time, provide the district with an original Act 34 PA Criminal History Record Check (PA State Police) and an Act 151 PA Child Abuse History Certification which are less than five years old at time of submission.
- In addition to the above, prospective volunteers who have not lived in Pennsylvania continuously for the past ten (10) years at the time of application must also provide an Act 114 FBI Criminal History Clearance (fingerprint) obtained at the prospective volunteer's expense until such time as the volunteer lives continuously in Pennsylvania for ten (10) years. Those prospective volunteers who **have** lived in Pennsylvania continuously for the past ten (10) years at the time of request must sign a disclaimer (waiver) affirming that there are no charges in other states that would prohibit selection as a volunteer.
- Provide the District with a Tuberculous (TB) test that is less than ninety (90) days old at the time of presentation. A TB test is **not** required to be repeated **provided** at least one occurrence of volunteer occurs during a school year. A break in volunteering will require a new TB test.

Clearances must be renewed every sixty (60) months.

The district reserves the right to require additional information as part of the volunteer application process.

Volunteers to our schools and at school-related events (including class parties and field trips) are welcome to take photos of their child for their personal use. However, guests are asked to respect the privacy and confidentiality of other families and are urged not to post photographs or videos which clearly identify someone else's child on social media websites.

Any badge, label, or sticker indicating volunteer status must be worn and be visible while in the act of volunteering.

Board Policy 907 outlines safety and security procedures for persons wishing to visit a school building.

Walking to School

Students should realize the importance of walking on the pavement, staying out of the streets, keeping off lawn areas, and crossing streets at patrol-protected or other designated crossings. Skateboards are not permitted on school property nor are to be ridden to school. Walkers are accountable for violations of school rules while walking to and from school.

Wellness Policy (Board Policy 246)

This policy outlines guidelines in the areas of nutrition, nutrition education, physical activity, physical education, and other school-based activities including the food services program and fundraising projects. The policy also refers to the District's Nutritional Standards for Competitive Foods that provide guidelines for a la carte foods and beverages, vending, fundraising, classroom parties and foods from home. Details regarding the policy and the standards may be found on the district website.

Withdrawal Procedures

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

Working Papers

Any student under eighteen years of age and having the promise of a job must be issued an employment certificate, sometimes called a "working permit," before being employed in any occupation.

Working permits will be issued at the high school principal's office for all students residing in the Carbondale Area School District. When seeking a working permit, the student should always bring with him/her a birth certificate and must be accompanied by a parent or guardian. This is the starting point for all working permit applications.

HEALTH SERVICES

Administering Student Medication

District personnel are prohibited from providing or administering medication to students except as authorized by doctors or other certified medical personnel. Parents/guardians, whenever possible, are asked to arrange medication time intervals to avoid school hours. Parents are permitted to come to school to administer medication to their child. The school will cooperate when parents place the responsibility for taking medicine with their child. When parents cannot come to school and children are too young to assume responsibility for taking medication, the school, insofar as the requirements listed, will cooperate in the dispensing of medication.

Written parental consent for the administration of medication to a student is required for each episode of illness, each medication order, and once every school year for a chronic condition. The signed, written statement authorizing action should include:

- Student's name
- Date
- Diagnosis
- Family doctor's name
- Name of the medication(s)
- Medication in the original, labeled container (pharmacies will provide extra containers upon request)
- Dosage and the time interval

Medication to be taken during school hours must be delivered by a parent or other responsible adult directly to the school nurse, secretary, or principal. Students are not permitted to be in possession of medication. As such, medications should not be sent to school with students or placed in the student's possession with directions to the school staff.

All prescription medications must be accompanied by doctor's orders If the health of the child may be impaired if the medication is forgotten or given early/late, parents should keep the child at home or be personally responsible for administering the medication at the prescribed times. Medication order and request forms may be obtained from the school nurse.

The school's role in this policy is one of cooperation with the parent, primary medical care provider, and student; however, the responsibility for the administration of medication taken at school is that of the parent and student. Inhalers and other emergency medications, including self-testing devices, may be carried by students if a primary medical care provider's statement ordering such is provided to the school nurse or building principal.

Automatic External Defibrillators

The district has placed one or more Automatic External Defibrillators (AEDs) in each school. The AEDs provide emergency assistance in the case of unexpected cardiovascular distress and are located in positions readily accessible during potential crisis events. If you see someone in physical distress, please do not hesitate to contact emergency medical services, building administration, and use the AED if it is medically needed.

Communicable Diseases and Exclusions

Students should be kept at home if they have a fever over 100 degrees Fahrenheit, a cold, rash, or suspected communicable diseases. Students are advised to remain at home until they have recovered and are fever free for 24 hours without fever reducing medication. Children presenting unusual symptoms or possible communicable illness may be excluded from school by the school nurse and an administrator. If this occurs, parents will be asked to secure medical services for the child and to provide a note from the child's medical provider stating they may return to school.

Dental Program

The district's dentist examines each student's teeth during elementary and middle school and may refer students to a dentist or other specialist for further examination or treatment.

Examinations & Screenings

The state School Code makes provisions for compulsory physical examinations of public-school students. The district is on a modified state program schedule which requires compulsory physical examinations to be completed in kindergarten, sixth grade, ninth grade, or upon original entry. Because of the District's use of a modified health plan, physical examinations are made available to eligible students free of charge by the district's physician and nurse practitioners.

Parents usually prefer to have the mandatory physical examinations completed by their family practitioner. Forms are available from the school nurse for that purpose and can also be downloaded from the district website on the Health Services page. Additional information about compulsory physical examinations can be found in the Admission to School section and in Board Policy 209 available on the district website.

Vision screenings are conducted in kindergarten through second, fourth through sixth, and eighth through eleventh grade. Hearing screenings are conducted in kindergarten through third, seventh, and tenth grade. Physical problems discovered or suspected during a screening/examination are reported in writing to parents. It is important for the child's welfare that all remedial health deficits are corrected by a family physician/specialist and that the referral form, completed by the provider, is returned to the school nurse.

First Aid

If a minor accident occurs during the school day, first aid will be administered by school staff. Parents will be notified in case of serious accidents or serious illness. If a parent wishes to be notified of any/all injuries which occur in school, they are asked to direct a written request to the principal each year.

Illness During School Hours

Students who become ill during the school day must report to the school nurse. Parents/guardians will be notified by the school if their child needs to be sent home. Should the school be unable to reach a parent/guardian, the emergency contact person noted on the emergency contact sheet will be called. It is very important that the emergency contact sheet be kept up to date.

Health services are provided to students by state licensed nurses. The school nurse is available to assess illness or injury which occurs during the school day. Matters pertaining to illnesses, suspicious rashes, and injuries which occurred at home, etc. will be referred to, and are often best handled by, the child's health care provider.

Naloxone

As a means of enhancing the health and safety of its students, staff, and visitors, the district has available in its buildings doses of the opioid antagonist Naloxone, the medication used to treat a narcotic overdose in an emergency situation.

The certified school nurse assigned to each building is a licensed health care professional who will supervise building-level administration of Naloxone. In consultation with the school nurse, administration shall identify appropriate employees to be trained in the use of Naloxone. Training will include recognizing opioid related overdoses, how to administer Naloxone, and when/how to properly seek medical attention.

Policy for Naloxone (Board Policy 823)

Authority

As a means of enhancing the health and safety of its students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.[1][2]

Definitions

Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.[1]

Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

Delegation of Responsibility

The Superintendent or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy.

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The Superintendent or designee shall obtain a standing order from the school physician for administration of Naloxone.

The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

Guidelines

The school nurse shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

1. The availability of Naloxone to treat opioid drug overdoses and what it does;
2. The symptoms of opioid drug overdoses;
3. How students and staff should report suspected overdoses;
4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and[1][2]
5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.[1][2]

Standing Order from the School Physician

The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.

The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector).
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where Naloxone is stored.

Training

Before any school district employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.[2][3]

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

Administration of Naloxone

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer Naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[4][5][6][7][8][9][10]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[4][9][10][11]

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.[12]

Indemnification

The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:[2][13][14]

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.

2. The employee successfully completed the training contemplated by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

Any incident involving a student found to be under the influence of an opioid while on District property, at a school-sponsored activity, or being transported to/from school or a school-sponsored activity on District provided transportation, regardless of whether Naloxone is administered, shall be subject to the conditions outlined in Board Policies 218 Student Discipline and 227 Drug and Alcohol Awareness. These include, but are not limited to, referral to the District's Student Assistance Program.

Nursing Services

Duties of the school nurse include instruction for students and staff in such areas as hygiene, nutrition, physical development, various diseases, safety, and first aid procedures. Certified school nurses also create emergency health care plans and coordinate the care of those students with chronic health conditions. Nurses screen students registering for kindergarten and refer vision, hearing, or other physical problems to the appropriate specialists.

Special Dietary Needs

Students needing dietary accommodations, including requests for milk substitutions, must have a completed and signed Medical Plan of Care form on file with the Food Services Department and the school nurse to receive specified substitutions and necessary accommodations. The Medical Plan of Care form is available on the Food Services Department page of the district website or may be obtained from the school nurse. Notes from physicians will no longer satisfy the state requirement to document the disability of a student.

About substitutions for milk, per the United States Department of Agriculture's ruling 73 FR 52903 Fluid Milk Substitutions in the School Nutrition Program, "Water or juice can no longer be offered as a fluid milk substitute for a student with medical or special dietary needs." Accordingly, the District can no longer substitute juice or water for students with milk intolerance or a non-disabling milk allergy. This ruling does not apply to students with a disability, as documented by a licensed physician on the Medical Plan of Care.

For students who have a non-disabling milk intolerance or milk allergy, parents may send a milk substitute with their child, or their child can purchase water or juice a la carte. Parents may also provide a supplement such as Lactaid, to be administered by the school nurse prior to the child's lunch. Supplements will require a medical care provider's prescription stating the name of the medication, dose, and administration directions.

If you currently have a Medical Plan of Care on file with the school nurse, a new form is not required. However, parents must annually notify the school nurse that the plan of care has not changed. Please feel free to contact the school nurse or Food Services Department with questions.

Suicide Awareness, Prevention, & Response (Board Policy 819)

The district is committed to protecting the health, safety and welfare of its students and school community. The impact of students' mental health on their academic performance and the effect of mental health issues and suicide on students and their entire school community are significant. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; maintain a safe school environment, establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

As a means of preventing suicide as well as identifying students in need of additional supports for mental health issues, the district may offer mental health screenings using a variety of online screening tools. Referrals, with parent/guardian consent, may be made to outside agencies based on results obtained.

Parents will be notified in advance of screenings and provided with directions for opting out of this service.

All District employees and contracted services, including but not limited to secretaries/aides, coaches, bus drivers, custodians/maintenance, and food services workers, receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

STUDENT SERVICES

English Language Development Program

The district offers an English Language Development Program (ELD) for students in grades K-12 who require such services. Students are identified through various assessments and are placed in programs to address their individual needs. Services may include direct ELD instruction, support in core academic subjects, or monitoring of academic progress. Students in the ELD Program are afforded the opportunity to participate in all District programs.

Concerns regarding the ELD Program and/or student issues may be addressed to the building principal either verbally or in writing. If a satisfactory resolution is not achieved through a conference with building administration, concerns may then be filed with the Director of Federal Programs.

Food Services

The district participates in the National School Breakfast and Lunch Programs and must comply with requirements of the *Healthy, Hunger Free Kids Act*. The school breakfast and lunch program, operated by The Nutrition Inc. Group, focuses on good nutrition and developing healthy eating habits. Menus are posted on the district's website.

Free School Meals

National School Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions. It provides nutritionally balanced, low-cost, or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

School Breakfast Program

The School Breakfast Program (SBP) provides reimbursement to states to operate nonprofit breakfast programs in schools and residential childcare institutions. The Food and Nutrition Service administers the SBP at the federal level. State education agencies administer the SBP at the state level, and local school food authorities operate the program in schools.

Point of Sale Program

All District schools are using a Point of Sale prepay system for student account (myschoolbucks.com). This system allows parents to monitor student account information, including meal transactions for up to 45 days, and make online payments using Visa, Mastercard, American Express, or Discover into a secured account for each student, accessible by their student number. If parents prefer not to use the online service to deposit funds, money may be added to student accounts by sending cash or checks made payable to "Carbondale Area School District Cafeteria Fund" to school with students. Cash payment for meals will continue to be accepted at schools. All cash/checks must be deposited in the student's account. Unfortunately, monies cannot be accepted by the cashier at lunchtime.

The student account can be used to purchase, Ala Carte items, snacks such as cookies, and chips.

Parents/Guardians are responsible for all charges on their student's account and are encouraged to frequently check the account balance to ensure adequate funds are available for their student(s) to purchase school breakfasts, lunches, and a la carte items. If the negative balance exceeds $25.00, the building principal will contact the parents/guardians to discuss circumstances.

Parents can check the account balance, deposit money into the account electronically, and set email notifications to alert them of low balances at myschoolbucks.com. Parents are charged a nominal fee for depositing funds electronically, but there is no fee for checking the account balance. Questions about the Point-of-Sale program may be directed to the Food Services office, 844-330-2273 ext. 1180. Additional information may also be found on the district website and in Board Policy 246: Student Wellness.

Homebound Instruction

A child who will be absent from school for more than three weeks, due to an extended illness or health condition, is eligible for homebound instruction. This service permits a teacher to come into the home, hospital, or other established area for five hours of individualized instruction each week. Instruction is provided in core courses only (reading, math, science, social studies, world language and/or language arts) at no cost to the family.

If homebound instruction is needed, contact the child's principal or school counselor. A child receiving homebound instruction must submit a new doctor's note every 30 days documenting the need for these services. Requests for homebound instruction for reasons related to mental health issues must be prescribed by a psychiatrist.

Psychological Services

The primary role of the school psychologist is to lead the multi-disciplinary evaluation process for students presenting academic and/or behavioral concerns. A more involved formal evaluation may take place in order to determine if diagnostic recommendations are consistent with state and federal regulations. A psychologist also makes recommendations to instructional staff members that may enhance a student's overall development.

School Counseling

The role of the counselor is to support students in overcoming or adjusting to academic, social, and personal problems. School counselors consult with students, teachers, nurses, and other personnel concerning the emotional, social, physical, and educational progress of individuals or groups of students. School counselors are also available for parent conferences whenever needed.

The school counselor's priority is not to react to a crisis but attempt to prepare the student in advance to avoid or deal with issues that precede problems. To accomplish this, the school counselor provides a wide variety of services including individual and group counseling, testing, maintaining information resources, consulting with teachers and parents, and conducting research on student needs.

School counselors often refer students and their parents to other sources of assistance and then serve as a liaison to such agencies as social services, probation, and mental health. The school counselor can also help a student plan for life beyond high school.

The services of a school counselor are available to all District students and can be secured by contacting the counselor directly or by notifying the child's teacher or building principal.

Service Dogs within the School

To support the social, emotional, and educational well-being of students, Carbondale Area Jr./Sr. High School may utilize a trained emotional support service dog as part of approved student support services. The dog will be handled by a designated and trained staff member. The dog will remain under their handler's direct supervision and control at all times. Students may have the opportunity to interact with the service dog as part of counseling, social-emotional learning, or other school-based support programs. Participation in interactions with the dog is voluntary and may be limited based upon individual student needs, allergies, medical concerns, fears, or parent/guardian requests.

Students are expected to treat the service dog respectfully and appropriately. Teasing, harassing, distracting, feeding, or otherwise interfering with the dog while it is working is prohibited and may result in disciplinary action. The school reserves the right to establish procedures regarding student interaction with the service dog to ensure the safety and well-being of students, staff, and the service animal. Students who intentionally harass, distract, threaten, injure, or interfere with a service dog or its handler may be subject to disciplinary action under the school's code of conduct.

Social Work Services

The district provides Social Work Services to assist students and families with accessing community-based services as a way of meeting their basic needs, including food, shelter, and medical care. In addition, the district social worker has been instrumental in working with families to ensure students attend school on a regular basis. For more information, parents may contact their child's school counselor.

Student Assistance

Student Assistance is a way to identify high risk students who are having school-related problems because of substance abuse or who are at risk of suicide or other mental health problems. It is also a method for intervening and referring students to appropriate community services. It is not a treatment program; rather, it is a systematic process which makes it possible for school personnel to identify students having problems and refer them for help.

The heart of the Student Assistance program is the Student Assistance Team. This group of school personnel and outside agency representatives are specially trained to work with high-risk students.

Transportation

The Transportation Department is dedicated to ensuring students arrive to and from school safely and on time. Eligible students are assigned a specific bus and bus stop except for extreme emergencies; we cannot change a student's assigned bus.

Rules for School Bus Students

To assist transportation drivers in carrying out their responsibilities for the conduct and safety of their passengers, the district hereby gives District drivers authority to apply all District rules and regulations. Student passengers who refuse to cooperate with the driver will be disciplined in accordance with District Board Policy 810, Transportation, and District Board Policy 218, Student Discipline. By policy, students who commit serious or repeated infractions of transportation rules and regulations may be suspended from riding District transportation.

The school's responsibility extends to the bus stop. Appropriate action will be taken by the principal regarding improper behavior. To aid the drivers in maintaining discipline on the buses, the district has installed video/audio camera equipment on buses (limited video/audio on smaller units). Videotapes/audio tapes may be used in disciplinary hearings.

General Bus Behavior

- Be at your approved bus stop at least five minutes prior to the designated time of that bus stop.
- Remain at least 10 feet back until the bus comes to a complete stop when boarding and move immediately away from the bus at least 10 feet after getting off the bus.
- Always cross in front of the bus after looking both ways, and do not touch the crossing arm.
- Sit properly in your assigned seat, facing front at all times.
- Under no circumstances are you to stand up or move from your seat while the bus is in motion.
- No yelling or shouting while on the bus.
  - Keep your hands and feet to yourself and refrain from hitting others or throwing objects.
  - No eating on the bus without prior permission of a chaperone or driver.
  - Keep all parts of the body inside the bus at all times.
  - Do not tamper with or use the emergency door unless directed to do so by the driver.
  - Be respectful of other students, the driver, and persons in view of the bus.
  - Be cooperative and follow directives given by the driver.

CARBONDALE AREA SCHOOL DISTRICT

HIGH SCHOOL STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

It is important that parents and students are both aware of the rules, policies, and procedures set forth by the Carbondale Area School District and Carbondale Area High School.

The student handbook is published annually and posted on the school website in order to inform parents and students of the school's expectations of students and their rights and responsibilities as citizens of the school community. We are requiring that all families return this form acknowledging the handbook has been read.

PLEASE PRINT CLEARLY

Student's Full Name: _____

Homeroom Teacher: _____ Grade: _____

Parent/Guardian Name: _____

I acknowledge that I am aware that the Carbondale Area Junior-Senior High School Student Handbook can be found and accessed at the school website at (www.carbondalearea.org). In addition, the policies and practices as stated in the handbook will be explained during homeroom and class assemblies. Included in this explanation have been the Bullying Policy, Drug and Alcohol Policy, Safe School Policy, Attendance Policy, Parking Regulations, General Discipline Guidelines, and Special Education Policy.

Further, I understand that anytime I miss a day of school a note must be turned into the office within 3 school days of the absence for it to be considered excused.

_____ _____

Student Signature Date

We have read and discussed the student handbook and agree to follow the rules, policies, and procedures set forth herein.

_____ _____

Parent/Guardian Signature Date

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

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

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

I DO NOT give permission for my child to be photographed for public purposes.

_____ _____

Parent/Guardian Signature Date

STUDENT CONTRACT AGREEMENT
CARBONDALE AREA SCHOOL DISTRICT INTERNET USE

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

EVERY student MUST read and sign below:

PART A – STUDENT

Last Name: _____ First Name: _____
Phone Number: _____ Grade: _____ Homeroom: _____

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

Student's Name (print): _____ Date: _____
Student's Signature: _____

THIS SECTION IS TO BE READ AND SIGNED BY PARENTS OR LEGAL GUARDIANS:
PART B – PARENT/GUARDIAN

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

Student's Name (print): _____ Date: _____
Parent's Signature: _____

NOTE: HARD COPY OF THIS PAGE GIVEN TO STUDENT

Student Chromebook / iPad / Hotspot Loan Agreement

Providing Chromebooks for instructional use is an exciting venture. Certain guidelines are necessary to protect the Chromebook and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a Carbondale Area School District Chromebook, student and his/ her parents/ guardians agree to the following responsibilities for the use and care of this device(s):

1. The student agrees to follow all Carbondale Area School District policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Chromebook use printed on the attached page.

2. The device is the property of the Carbondale Area School District. If a student withdraws from the school prior to the end of the loan period, the Chromebook must be returned to school officials by the student prior to withdrawal.

3. The student shall not remove or alter any Carbondale Area School District identification labels attached to or displayed on the Chromebook, nor shall the student change identification within the Chromebook, such as the Chromebook name.

4. The student agrees to keep the Chromebook secure and safe. The parent will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the Chromebook is damaged or returned with any accessories missing, the Carbondale Area School District may charge the parent the lesser of the repair or the replacement cost.

5. The student must report theft (or suspected theft) of the Chromebook, loss of the Chromebook, damage to the Chromebook, or malfunctioning of the Chromebook to school personnel immediately.

6. Upon request, the student agrees to deliver the Chromebook to the Carbondale Area School District staff for technical inspection, to verify inventory or other information, or for random screening.

7. The Chromebook cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of the Carbondale Area School District.

(KEEP THIS PAGE)

Expectations for Responsible Chromebook Use

1. I understand that as the Carbondale Area SD property, the Chromebook is subject to inspection and search at any time and without cause.
2. I understand that I am not to remove or alter any part of the Chromebook. Only educationally beneficial programs are to be used on the Chromebook, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
3. I understand that I am accountable for knowing where my Chromebook is at all times.
4. I understand that I am responsible for the proper care of my Chromebook and that the Chromebook must be in a safe location when not in use, and any damage to the Chromebook may be considered intentional.
5. I understand that I am not to add or remove labels to the Chromebook, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Chromebook.
6. I understand I am responsible for keeping food and beverages away from my Chromebook and that I am not to leave my Chromebook outside, unattended in a vehicle, in an unsecure location, or near water.
7. I understand that I am to avoid using objects that may scratch or damage any part of the device.
8. I understand that I am not to loan my Chromebook or charger to other individuals.
9. I understand my Chromebook serial number and manufacturer/district labels are not to be defaced.
10. I understand I am not to delete any school-installed software.
11. I understand that I am only to use my Chromebook in ways that are educational and appropriate.
12. I understand that I represent the school district in all my online activities while using the Chromebook.
13. I understand that what I do online should not reflect negatively on my fellow students, teachers or on The Carbondale Area School District.
14. I understand that my personal username and password should not be shared with any individual.
15. I understand at all times I am to follow the Carbondale Area School District Acceptable Use Policy.
16. I agree to return the Chromebook, case and power cord in good working order at the end of the school year, upon leaving the Carbondale Area School District or when my user privilege is revoked.

(KEEP THIS PAGE)

(RETURN THIS PAGE TO THE DISTRICT)

I have read and agree to comply with these guidelines and all Carbondale Area School District policies and regulations for the use of equipment. I understand that the School District may access, monitor and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment delineated in the agreement while the equipment is assigned to me. I understand that if the computer or any accessory is lost, damaged or stolen, student and his/her parent is responsible for the repair or replacement cost. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested. The permission granted to the student ceases on the **LAST CALENDAR DAY OF THE SCHOOL YEAR** (unless terminated earlier by the Carbondale Area School District) and failure to return the Chromebook on or before that date to the district could result in criminal charges against the student and/or the person who has the Chromebook. The Carbondale Area School District reserves the right to demand return of the Chromebook at any time.

Please complete and return this page to the district during equipment distribution. You will need this page completed in order to receive any equipment from the district.

Date:	
Parent(s)/Guardian(s) Name	
Phone Number	
Student Grade	
Student Name	

Parents Signature:_____