



Roaring with PRIDE!

Clarion-Limestone

2024 – 2025

Elementary
STUDENT HANDBOOK

JULY 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
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AUGUST 2024				
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SEPTEMBER 2024				
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OCTOBER 2024				
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NOVEMBER 2024				
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DECEMBER 2024				
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JANUARY 2025

FEBRUARY 2025

MARCH 2025

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APRIL 2025

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MAY 2025

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JUNE 2025

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2024-2025 Clarion-Limestone School District Calendar

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CLARION-LIMESTONE ELEMENTARY

4091 C-L School Road

Strattanville, PA 16258 Phone:

Elementary Office 764-6006

Superintendent's Office and High School 764-5111

SCHOOL MASCOT

LION

SCHOOL COLORS

NAVY BLUE & VEGAS GOLD

CLARION-LIMESTONE MISSION STATEMENT

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

ELEMENTARY VISION

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

HANDBOOK PURPOSE

The purpose of the Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. It is also used as a source to guarantee students' due process rights, along with: the Pennsylvania Public School Code, the Regulations of the Pennsylvania State Board of Education, school board rules and regulations, case law requirements, and PA School Board Association (PSBA) recommendations.

The student handbook and school board policy manual are two separate entities, however, the student handbook is a reflection of school board policies. It is a concise guide to those parts of board policy that govern student behavior while at school, school-sponsored events, or traveling to and from school or school-sponsored events. In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the

discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

NONDISCRIMINATION

As a student in the Clarion-Limestone School District, you have the right to attend school in a safe, secure environment free from bullying, discrimination, and harassment. We recognize that these issues are a problem that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address these issues and to ensure that our schools are safe and positive places for growing and learning. "Harassment, intimidation, or bullying" means any intentional electronic, written, verbal, or physical act that:

- Physically or emotionally harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, and pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

If you believe you or anyone else has been a target, please speak to an administrator or other trusted adult.

Clarion-Limestone School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices.

Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990 and the Civil Rights Amendments of 1964. Parents, employees, and participants who have an inquiry or complaint of harassment or discrimination or who need information about grievances or accommodations for persons with disabilities should contact:

Clarion-Limestone Area School District, 4091 C L School Road,
Strattanville PA 16258 Telephone number 814-764-5111

HOMELESS & FOSTER CARE POLICY

(Ref. Policy #251 and #255) Homeless students shall have equal access to the same educational programs and services provided to other district students. The Board, authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless students. It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.

The board designated the Superintendent to serve as the district's liaison for homeless students. *See complete Policy #251 for more information.

(Educational Stability for Children in Foster Care Ref. Policy #255) To ensure the educational stability of students in foster care, the Board requires the district to collaborate with the local children and youth agency and other school districts. The Board designates the Superintendent to serve as the district's point of contact for students in foster care.

A student in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin. *See complete Policy #255 for more information.

LINES OF COMMUNICATION BETWEEN HOME AND SCHOOL

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

1. The first step in dealing with a question or a problem is to talk directly to the classroom teacher, the secretary, maintenance and/or janitorial staff. As a rule, 99.9% of the problems are solved by this method. It usually involves a breakdown in communication.
2. The second step is to contact the administrator. This could be the principal, or the superintendent of grounds.
3. The third step is to contact the superintendent of schools.

If the problem hasn't been resolved, the next step is to contact the board of directors. In all cases the Chain of Command must be followed. You will be asked this question: Did you follow the Chain of Command? If you have not, you will be directed to do so.

VISITORS

(Ref. Policy #916) Visitors will be admitted to the school by the School Police Officer or Office Staff. For the safety of the students and security of the building, only visitors with an authorized reason to be in the school building will be permitted beyond the locked vestibule. Parents dropping off items for their child, will give the items to the School Police Officer or Office Staff at the vestibule doors. Parents picking up their child will wait in the enclosed vestibule. Parents/guardians, agency personnel or other visitors who wish to observe a classroom must receive permission prior to the visit from the classroom teacher and office. A special note to parents/guardians, especially during hunting season; please make sure you do not have weapons or look-alikes on your person while entering the building, or in your vehicle as weapons on school grounds is a criminal offense and the matter will be referred to our School Police Officer.

HOMEROOM PLACEMENT

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

OUTSIDE SOURCED INFORMATION

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

AUTOMATED PHONE MESSAGING SYSTEM

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

DAILY SCHEDULE

The school day for students will begin at 8:00AM and will close at 3:00PM.

Parents/guardians who drive students to school or pick them up at dismissal time should pull in the lower lane of the parking lot. For the safety of the students, parents/guardians are restricted from parking in the van lanes, the traffic lanes, or near the sidewalk in front of the building. These areas are reserved for the vans and buses. Parking in front of the high school between the hours of 2:00–3:00pm is also prohibited.

Elementary students will not be admitted before 7:45AM as there is no morning supervision for students until that time. Students arriving before that time, will wait in the vestibule area. Parent pick-up students will be dismissed at 2:45PM. They will line up inside and be dismissed to their parent/guardian by the monitor.

SNOW DAYS OR DELAYS

Cancellation of school or delaying the start of school may happen due to inclement weather or an emergency situation. Parents/Guardians, please refrain from calling the school during these kinds of situations. The information you need is available through our district's School Messenger automated phone messaging system and on your local radio and television stations. With a one-hour delay, school starts at 9:00AM. The bus will pick the student up one hour later than normal. With a two-hour delay, school starts at 10:00AM. The bus will pick the student up two hours later than normal. The district requests that you give yourself and the bus driver a few extra minutes. Remind the student to listen to the bus driver. The bus driver needs their attention on the roads; they are carrying precious cargo. Additionally you will not be permitted to drop the student off early on delay days, there is no supervision.

EDUCATIONAL TRIPS

(Ref. Policy #204) Students are permitted up to 2 educational trips per year. The number of days is not to exceed 7 per year.

Educational trips are granted by the principal. A letter with the dates of absence must be addressed to the principal and delivered to the office prior to taking the days for vacation. If approved, these missed days will be treated as excused absences and students will be permitted to make up any missed work/tests, up to 3 days upon return. If a parent/guardian/student applies for an educational leave after the fact, the days will be considered as unexcused/illegal.

Please do not schedule educational trips during the week of Pennsylvania System of School Assessment.

PSSA Exam Testing Windows

The Pennsylvania Department of Education (PDE) has issued the following mandatory testing windows for the administration of the Pennsylvania System of School Assessment (PSSA) and Keystone Exams. It is extremely helpful when parents/guardians make every effort to encourage perfect attendance and positive testing attitudes. The Clarion-Limestone School District prides itself on the high scores our students are able to achieve on the state tests. Requests for educational trips will not be approved and appointments, etc. are highly

discouraged during the testing window. See test schedule on the next page.

Assessment	Dates*	Grades
PSSA— English Language Arts	April 21 - 25, 2025	3rd —8th
PSSA— Mathematics & Science	April 28 – May 2, 2025	3rd —8th
PSSA—Make-Ups	May 5 – May 9, 2025	as needed

STUDENT DRESS GUIDELINES

(Ref. Policy #221) Students are expected to exercise prudent judgment in the selection of appropriate attire for school. Paramount to proper dress is good personal hygiene. All students are expected and must come to school clean and well groomed. Like all aspects of our educational program, the dress code that follows is meant to be a learning experience that will prepare our students to be contributing and productive members of society. Personal hygiene, proper dress, and a good education will lead to success. The following are specifics to the dress code for Clarion-Limestone School District.

FOR SAFETY REASONS:

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

Teachers will establish appropriate guidelines for proper foot wear necessary for the safety of their classroom and work areas. (Shops, gymnasium, science labs, etc.)

OTHER GUIDELINES FOR ATTIRE:

1. No clothes with explicit, suggestive or vulgar language or symbols.
2. No clothes with alcohol, tobacco/drug pictures, symbols or wording.
3. No clothes with pictures, symbols or words that can be perceived as sexually harassing or gender demeaning.
4. Coats, jackets or garments designed for protection from the weather are not to be worn in school.

5. Pants, shorts, skirts, and skorts must be secured at the waist, not lower. Sag style is not permitted.
6. Undergarments should not be exposed in any way. However, if a buttoned shirt is worn over a T-shirt, then the T-shirt is not considered an undergarment. A buttoned shirt need not be buttoned if the shirt worn underneath covers at least 3 inches of the shoulder at the narrowest point (as per #16).
7. Bottoms that are shorter than fingertip length with arms fully extended are not permitted. The top of the slit in shorts, skirts, and skorts also cannot be shorter than fingertip length with arms fully extended.
8. Book bags/purses/containers (such as Trapper Keepers) are permissible to carry to school. In order for the bag/purse/container to be carried to class it must be no larger than 5 inches by 7 inches. If the bag/purse/container is larger than the permitted size, it must be stored in the coat closet during the day.
9. Students are permitted to have their ears pierced. Any other piercings must meet the safety requirements for the student's course situation.
10. Hats, bandanas, sunglasses, visors, and sweatbands are not permitted to be worn in school, unless the head covering is directly related to one's traditional religious or cultural beliefs, or for a medical reason. Administrative approval should be sought for these situations.
11. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
12. Each student is to maintain good personal hygiene.
13. No ripped clothes or clothes with large exposed holes. This includes jeans. The holes should be no larger than 2 inches in diameter, and must be below the bottom of the fingertips with arms fully extended.
14. No mesh/see-through tops unless a shirt is worn underneath.
15. Shirts/dresses must have high enough necklines to cover all cleavage.
16. Sleeveless shirts/dresses must have shoulder straps at least 3 inches wide from the narrowest point. Sleeveless shirts/dresses cannot have oversized armholes or open sides, and cannot expose undergarments or skin under the arms. Halter-tops, spaghetti straps, muscle shirts, or tube tops are not permitted.
17. No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand, or bends over.
18. No body suits, spandex or skintight outfits of any kind unless covered with another layer of non-form fitting clothing.

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

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

PETS/ANIMALS

For the health and safety of our students, pets and/or animals are not permitted

in the building unless prior permission is granted from the principal. Certified therapy dogs will visit the school and interact with students throughout the year. There is a release form included on the parent portal.

ATTENDANCE

(Ref. Policy #204) Attendance in school is a good example of the connections of time and learning. Just as homework exemplifies learning, regular attendance exposes students to a greater amount of academic content and instruction. Research shows that poor school attendance usually reflects poor job attendance in the future. Studies have shown that too many missed days of school result in too many missed opportunities to learn, and can result in failure, dropping out, or both.

ABSENCES

The district will adhere to the truancy protocol established through the court system in Clarion County. Following are the updated procedures according to the protocol. Excuses may be e-mailed directly to the Attendance Clerk, Mrs. Tammy Wagner, at twagner@clasd.net.

IF YOU ARE ABSENT OR LATE: A student has 3 days to bring in an excuse card signed by their parent/guardian. Yellow excuse cards are provided by the office, homeroom teacher, or may be printed from the school's web site.

Each excuse is evaluated and a decision is made as to whether it is excused or unexcused. Excused reasons include: personal illness, medical appointments, family emergencies, impassable roads, death in the immediate family, or religious holidays.

WHAT CONSTITUTES ½ DAY: Arriving after 10AM, leaving before 1PM, or being absent for more than 2 hours during the school day.

IF YOUR ABSENCE INDICATES A PATTERN/EXCESSIVE ABSENCES:

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

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

WHAT HAPPENS IF YOU GET AN UNEXCUSED ABSENCE:

Each student is allowed 3 unexcused/personal days per year. These are for reasons not judged to be excused. These 3 days of absence will have no effect on grade or homework.

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

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

1. On the first day of the unexcused/illegal absence, a warning letter will be mailed to your parents/guardians.
2. On the fifth day of the unexcused/illegal absence, a warning letter will be mailed to your parents/guardians advising them that the next unexcused (illegal) absence will result in notice to the District Magistrate. Parents/guardians will be asked to attend an Attendance Improvement Conference.
3. On the sixth day of the unexcused/illegal absence, a letter will be mailed to your

parents/guardians advising them that District Magistrate will be notified of the unexcused/illegal absence. Notice which will result in an appearance before the District Magistrate with the accompanying fine. Referral will be made to Children and Youth.

MAKEUP WORK

11

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

TARDINESS

If a student arrives to school after 8:15AM three times in a nine-week period without a proper excuse, the office is required to notify Children and Youth Services. Any student who enters school late due to illness must be accompanied by an adult to the nurse's office. After a brief evaluation, the school nurse will determine if the student may remain in school for the day.

LEAVING SCHOOL

Students must present a note from parents/guardians in the morning requesting dismissal, giving time of departure and reason. Students are not permitted to leave school without gaining permission from the nurse or office. Doing so would be considered as leaving school without permission. When a student is leaving early the parent/guardian must first come to the school for security purposes. The *School Police Officer* or office staff will then call the classroom and instruct the student to report to the *vestibule* for dismissal with the parent/guardian.

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

When a student returns to the school from an appointment, he/she must report to the office to give notice of his/her return.

LEAVING EARLY

Students leaving after 1:00PM will be excused with no penalty of absence for: personal illness, medical appointments, family emergencies, impassable roads, death in the immediate family, and religious holidays. Parents are highly cautioned about picking children up early for "other" reasons. (NOTE: The principal must approve these.) The last two periods of the day are very important for the students. Therefore, it is imperative that they are here.

SPECIAL EVENTS

We are very proud of our project-based educational programs. There are many times throughout the school year that friends and family are invited to the school for special events. We enjoy having parents and grandparents come into the school for our special projects and it is a wonderful opportunity for students to show off their work and their classrooms. If the student's grade or class has a special event on a day, you may sign the student out after the event, however, a problem exists when parents asks to also take the student's older/younger

siblings home after the program. Siblings may NOT be signed out early on these days. It is imperative that siblings stay and complete the entire school day. It is also the law. No student or their younger or older siblings will be excused from school after the program. The teacher will be including this note on the handout that is sent home.

NOTE: On the day of the Annual Track Meet and 6th Grade Celebration, participating students are not permitted to leave before 1:00PM, and must be signed out by a parent or guardian on the sheets provided by the office.

AFTER SCHOOL HOURS

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

RECESS

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

FIELD TRIPS

(Ref. Policy #121) All students in grades K-6 may take a field trip. These trips are educational and are based on curriculum for that grade level. If a student exceeds five (5) days of absence (excused or unexcused) immediately prior to a field trip, they may be denied leaving school for a field trip. Permission slips must be signed by parent/guardian before a student is permitted to leave for a field trip. Tickets for field trips are purchased months ahead of time; therefore, there will be no refunds.

Parents/guardians are reminded to be on time when picking students up after school hours. If a student requires medication on a daily basis, the teacher must be notified.

1. Parents/guardians may not leave with a student from the field trip site.
2. Upon return, a student shall be released from the school only to their parents/guardians or to persons authorized by their parents/guardians.
3. In case of illness it shall be determined that the parent/guardian or reliable adult is at home before the student is sent home.
4. The parent/guardian should be notified before any student is released to a police or court official during school hours.

BEING A CHAPERONE

Parents/guardians may be asked to be a chaperone for a field trip. Chaperone selection procedures vary from grade to grade. As a chaperone, you may be asked to pay for your own admission. Chaperones are required to ride the bus.

Parents/guardians should not drive to meet their child at the field trip destination. Please note: You must be on the board approved volunteer list.

VOLUNTEERS

(Ref. Policy #916) Volunteer – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the Clarion-Limestone Area School District without receiving compensation from the Clarion-Limestone Area School District. A volunteer is not a district employee.

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, or recess etc.

Prior to approval by the Board of Directors, all position volunteers shall submit the following information:

1.1 PA Child Abuse History Certification – which must be less than 60 months old;

1.2 PA State Police Criminal History Record Information – which must be less than 60 months old; and

1.3 Disclosure Statement for Volunteers – which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous 10 year period, the position volunteer must also submit a Federal Criminal History Report. Upon approval, position volunteers shall be placed on the list of approved volunteers.

2. **Guest Volunteer** - an adult who voluntarily provides a service to the school or program, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; book fairs; health screening assistance; collecting tickets at sporting events; working concession stands; participating in "Career Day," Parent-Teacher Organization (PTO), etc.

The names of all guest volunteers shall be submitted for approval by the principal, program administrator, or designee. Upon approval, guest volunteers shall be placed on the list of approved volunteers.

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

HOMEBOUND INSTRUCTION

(Ref. Policy #117) Homebound education is carrying the public school program over into the home through the visiting teacher. The primary purpose of the program is to help the physically handicapped students and those absent on account of illness to keep up with their regular work.

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

Instruction shall begin as soon as a doctor provides a diagnosis, which meets the

requirements of the Department of Education pertaining to acceptable reasons for providing homebound instruction.

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

ADDITIONAL INSTRUCTIONAL MATERIALS FOR HOME USE

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

PRINCIPAL LIST AND HONOR ROLL

(Ref. Policy #212) Students must have A's in all subjects to be named to the principal list. To be named on the honor roll the student may have A's and B's. If a student receives a (U), (N), or an (I) in Art, Library, Music, Physical Education, Technology and/ or Band, the student is automatically disqualified for the honor roll and principal list. Grades must be maintained to be eligible to be in extracurricular activities such as intramurals.

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

GRADING SCALE

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
E	50% - 59%

Special Areas Grading Scale:

O = 90-100%	S = 70-89%
N = 60-69%	U = 59% or lower

CLASS SIZE

(Ref. Policy #126) Class size shall be determined by the Board upon the recommendation of the Superintendent. The Superintendent shall prepare guidelines for class size, which shall take into account:

Subject Matter, Type of Instruction, Ability of Students, Age Group of Students, Use of Aides, and Use of Special Facilities and Equipment.

HOMEWORK

(Ref. Policy #130) Homework assignments shall be a part of the instructional experiences of each student and should complement classroom instruction. Assignments should develop student responsibility, good study habits and organizational skills, and shall be a continuation or extension of the instructional

program to be accomplished outside the classroom.

Homework is to be completed by the student. Homework that is handed- in MUST be completed in the STUDENT'S own handwriting.

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

PARENT TEACHER CONFERENCES

It is extremely important for parents/guardians to attend the student's conferences. Please make every effort to attend at the scheduled time.

Conference times are during the afternoon with every effort to accommodate the parents. Conference times will not exceed 5:00PM.

PARENT-TEACHER PARTNERSHIP

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

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

Remember . . . it is very important that WE meet the student's needs.

CHILD STUDY TEAM (CST)

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

restricted environment.

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

Child Study is also used for students that teachers may feel need accelerated learning or enrichment. For gifted referrals, a Teacher Input Form and a description of gifted characteristics observed is also reviewed. After reviewing the information, the Child Study Team meets to determine whether further assessment is warranted.

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

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

LEARNING SUPPORT

(Ref. Policy #113) Learning Support is for students who have been identified as exceptional, and in need of special services for a learning difference. In some instances, the student will go to the Learning Support classroom for support, while in other cases, support will be given through consultation or through inclusion in the regular classroom, and or curriculum.

GIFTED SUPPORT (ACTION)

(Ref. Policy #114) Action is for students who have the potential to function at a superior level of performance. Students are grouped with other gifted students in a small group setting two and one half- hours per week.

SPEECH THERAPY

Speech therapy services are provided for students at Clarion-Limestone Elementary School. These services include speech and language screening that is conducted for all students during kindergarten registration in April. Follow-up testing is completed, following parent/guardian approval, for those students who evidence a possible delay in speech sound development or language development (vocabulary or grammar). Students are also eligible for testing at the

request of a teacher or a parent/guardian at any time during the school year. Students participate in speech therapy on an individual basis or in small groups with peers who have the same types of difficulties. A language development class is held weekly for all kindergarten students with emphasis on listening skills, following directions, concept development, phonemic awareness, vocabulary and grammar.

SCHOOL COUNSELOR

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

SCHOOL PSYCHOLOGIST

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

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

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

TITLE I – COMPARABILITY OF SERVICES

(Ref. Policy #150) Title I is the largest federal aid program for our nation's schools. The goal of Title I is a high-quality education for every student, so the program provides extra help to students who need it most. These are students who are the furthest from meeting the standards the state has set for all students. Title I resources are directed to schools with high poverty levels. Title I services are provided using in-class or pull-out programs. If the student is eligible to receive Title I services, the parent/guardian will be notified.

TITLE I PARENT AND FAMILY ENGAGEMENT

1. During a fall PTO meeting, district parents/guardians will be given information about the school's participation in the Title I program, the criteria used to identify those students who are eligible to participate, and their right to be involved.
2. Parents/guardians will be notified in a timely manner of their child's eligibility for Title I services. Parents/guardians may also request Title I services for the student if it is believed that he/she would benefit from the extra help in reading or math. Additionally, parents/guardians who feel that the student is not benefiting from placement in the Title I program may request, in writing, to have the student withdrawn from a Title I class.
3. Parents/guardians of students in Title I classes will be kept informed of the student's progress through report cards and/or parent/guardian conferences.
4. Parents/guardians will be given information concerning parent/guardian training and support materials (books, videos, audio tapes and pamphlets), which are available through the Title I Parent Library, housed outside the reading room in the primary hallway.
5. With prior notification, arrangements may be provided, using Title I funds, to enable parents/guardians to participate in Title I meetings and activities.
6. Parent/guardian meetings and/or conferences will be scheduled at different times during the day.
7. Parents/guardians will be invited to attend two meetings annually held by Title I personnel. One of the meetings will provide opportunities for parental involvement in the planning, review, and improvement of the Title I program. Information concerning local assessment results and how to monitor a student's progress and how to work with teachers to improve student achievement will also be discussed.
8. Parents/guardians will be given an opportunity to review and help revise an ongoing Parent/School Compact (Learning Promise) and Parent Involvement Policy which outlines how parents/guardians, school staff, and students share the responsibility to improve student achievement.
9. The Title I Parent Involvement Policy and a Learning Promise along with the No Child Left Behind requirements regarding teacher qualifications, will be printed in the student handbook, which is sent home to each student at the beginning of the year and as students enter the district throughout the school year.
10. Through a Title I Parent-Teacher Committee, all Title I parents/guardians will be surveyed to provide data that can be used to plan, review, and improve the Title I program.
11. In keeping with board policy concerning curriculum review by parents / guardians and students, parents/guardians of participating students have, upon request, the right to request the district to make available existing information about curriculum, including standards to be achieved, instructional materials, and assessment techniques.

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

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

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

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

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

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

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

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents/guardians and family members can request:

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

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment

includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mr. Rob Sintobin at Clarion-Limestone Elementary at (814)764-6006 or e-mail at rsintobin@clasd.net

(Spanish version on page 65)

FUTURE READY PA INDEX

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

OVERVIEW OF THE FUTURE READY PA INDEX DASHBOARD

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

The Future Ready PA Index indicators are divided into three main categories, as follows:

1. State Assessment Measures:

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

2. On-Track Measures:

- English Language Proficiency* (NEW Indicator)
- Chronic Absenteeism* (NEW Indicator)
- Grade 3 Reading / Grade 7 Mathematics Early Indicators of Success (NEW Indicator)

3. College and Career Measures:

- Graduation Rate*
- Career Readiness Benchmark* (NEW Indicator)
- Industry Based Learning, including Industry Standards-Based Competency

Assessments, High Value Industry Recognized Credentials, or Work Based Learning Experiences) (NEW Indicator)

- Rigorous Courses of Study, including Advanced Placement (AP)/International Baccalaureate (IB)/College Course Offerings, or CTE Career Pathways
- Post-Secondary Transition to School, Military, or Work (NEW Indicator)

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

TESTING PROGRAM

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

ASSESSMENT

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

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

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

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

HOME-SCHOOLED STUDENT TESTING

Home-schooled students taking the end of the year assessment will be taking the test on the week of make-ups. This will ensure that the teacher can answer any questions that the child may have during the exam. Parents/guardians will need to call the principal and set an appointment for the testing to be completed.

(Ref. Policy #201) **ADMISSION OF STUDENTS**

KINDERGARTEN REGISTRATION –

Registration for incoming kindergarten students is held in the spring with the exact date to be announced by a flier and newspaper article.

Parents/guardians must submit the child's birth certificate and social security number as proof of age.

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

*Students shall have immunizations as mandated according to law.

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

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

VERIFICATION FOR FIRST GRADE

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

Students shall have immunizations as mandated according to law.

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

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

ELEMENTARY PLAYGROUND RULES

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

- Students will not run while on or under the playground equipment.
- Students will not play “tag” while on or under the playground equipment.
- Students will not jump off the playground equipment.
- Students will take turns while using the playground.
- Students should not stand or walk on top of the playground equipment that is not designed for this activity.
- Students will not throw wood chips.
- Students will not play with toys while on or under the playground equipment.
- Students will not climb the slide from the bottom to the top.
- Students will not mark, scratch, or destroy the playground equipment in any manner.
- The playground area will remain litter free at all times.
- Extra care will be taken if the playground is damp.
- Older students should be especially careful if younger students are sharing the playground.
- Teachers and/or students will report any unsafe conditions to the elementary office.
- Only students with disabilities may use the red swing.
- All injuries must be reported to the office. Students should not be moved if their

injury is of a possible serious nature.

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

MUSIC

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

VISUAL ARTS

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

LIBRARY

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

PHYSICAL EDUCATION

(Ref. Policy #128) All elementary students will participate in a regular program of physical education. The role of physical education will be to develop health-related fitness, physical competence, and cognitive understanding about physical activity for all students so that they can adopt healthy and physically active life styles. Students in grades 4-6 are required to be dressed in clothing appropriate for active participation, which includes sneakers and pants/shorts. No dresses or skirts.

STUDENT ACTIVITIES

The following are examples of student activities that may occur throughout the year, depending on scheduling and available resources. For students participating in activities at the high school after school hours, adult supervision will be provided. Students must check in at the elementary office and wait for the

supervising adult to cross the road. Students that do not comply will not be permitted to stay after school.

INTRAMURALS

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

BAND

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

ELEMENTARY CHOIR

All students in Grades 5 and 6 may participate in elementary choir. Rehearsals begin at the start of the second nine weeks and should culminate with a performance in the spring.

SONGFEST

Through auditions, student in Grade 6 are chosen each year to participate in the Pennsylvania Music Educators Association District III Elementary songfest. These students will work to prepare the selected music on their own and with the elementary music teacher to perform in a concert with over two hundred other students from approximately 25 elementary schools in a 6-county area.

TALENT SHOW

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

INCENTIVE TRIP

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

INSURANCE COVERAGE

(Ref. Policy #211) All students must have insurance to participate in extracurricular

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

STUDENT COUNCIL

(Ref. Policy #228) These elected officials meet with the principal on a monthly basis. The president is elected from the sixth grade classrooms. The vice-president is elected from the fifth grade classrooms. The secretary/treasurer is elected from the sixth grade classrooms. The fifth grade and fourth grade both have representatives elected from their grades.

PRINCIPAL'S CLUB

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

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

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

EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS

(Ref. Policy #137.1) Home-schooled students may elect to participate in the interscholastic athletic and extra-curricular programs of Clarion-Limestone District according to the following procedures.

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

administrators, professional employees, coaches or advisors of the district is required. Failure to do so may lead to termination of the home-schooled student's participation in activities.

- c. Transportation to and from the school for home-schooled students is the sole responsibility and expense of parent/guardian.
- d. Home-schooled students are subject to the same eligibility and try-out criteria as other students who compete for positions on teams, squads, casts, or membership.

It is the parent/guardian/student's responsibility to keep abreast of available activities, schedules and/or schedule changes. The district assumes no responsibility to inform parent/guardians of the home-schooled student regarding the availability of extracurricular activities or changes in schedules.

Some extra-curricular activities require all participating students to provide proof of personal injury medical insurance coverage and medical certification of fitness.

The home-schooled student is also subject to pay any cost or fee associated with the extra-curricular activity as is paid by the other students.

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

FAMILY FRIENDSHIP BAGS

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

PARENT TEACHER ORGANIZATION (PTO)

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

LION PRIDE- POSITIVE BEHAVIOR SUPPORT

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

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

	<ul style="list-style-type: none"> * Include others. * Share and take turns. 	<ul style="list-style-type: none"> * Make good choices and take ownership for your actions. * Be aware of your surroundings. * Enter / exit the playground safely. 	<ul style="list-style-type: none"> playground. * Be active. * Line up quickly and quietly when signal is given. 	<ul style="list-style-type: none"> take turns.
COMPUTER LAB	<ul style="list-style-type: none"> * Keep, hands, feet, and objects to yourself. * Use appropriate and positive language. * Raise your hand and patiently wait for teacher help. 	<ul style="list-style-type: none"> * Keep the work area clean. * Report problems to adults. * Use proper print procedures. * In the lab, sit at your assigned computer. * In the classroom and library, sign the date and time on the computer sheet where you are sitting. 	<ul style="list-style-type: none"> * Follow directions. * Listen when others are speaking. * Stay focused on your task. * Correctly shut down the computer. * Save your work often and in an appropriate file. 	<ul style="list-style-type: none"> * Be helpful to others. * Respect other's ideas and property.

CAFETERIA	<ul style="list-style-type: none"> * Keep hands, feet, and objects to yourself. * use appropriate and positive language. * Be polite (please and thank you). * Use good table manners. * Wait your turn. * Use a quiet voice 	<ul style="list-style-type: none"> * Report any problems to an adult. * Clean up your area. * Eat your own food. * Wait quietly in cafeteria line. * Place garbage in trash can. * Return and stack tray. * Ask for permission before leaving the cafeteria (to restroom, nurse, etc). * Always walk. 	<ul style="list-style-type: none"> * Be a positive role model in the cafeteria. * Make healthy food and drink choices. * Line up quietly when called. * Eyes on the teacher or staff when signal is given so that directions can be followed. 	<ul style="list-style-type: none"> * Use Appropriate and positive language. * Do not touch other's food. * Include others in conversation
RESTROOM	<ul style="list-style-type: none"> * Wait patiently. * Use a quiet voice. * Honor the privacy of others. 	<ul style="list-style-type: none"> * Use toilets, sinks, soap, dispensers, and towels properly. * Report problems to adults. * Use restroom quickly and quietly. * Let an adult know before using the restroom. 	<ul style="list-style-type: none"> * Be a positive role model in the restroom. * Apply proper hygiene techniques. 	<ul style="list-style-type: none"> * Wait your turn.
BUS	<ul style="list-style-type: none"> * Keep hands, feet, and objects to yourself. * Use appropriate and positive language. * Use a quiet voice. 	<ul style="list-style-type: none"> * Sit facing forward. * Report problems to bus driver. * Keep aisle clear. * Remain in assigned seat until arrival at destination. * Stay on sidewalk, inside yellow safety line. 	<ul style="list-style-type: none"> * Be a positive role model on the bus. * Eyes and ears ready for bus driver directions. 	<ul style="list-style-type: none"> * Use appropriate and positive language. * Be kind to others.

OLWEUS – BULLYING PREVENTION PROGRAM

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

**C-L's Anti-Bullying Rules: We will not bully. We will help.
We will include. We will report.**

DISCIPLINE MATRIX FOR BULLYING BEHAVIORS	
DISCIPLINE LEVEL	CONSEQUENCES
LEVEL 1 - Imposed by Teacher	Redirection/warning
	Conference with student
	Over practicing of correct behavior
	Loss of Recess
	Letter of apology / Think Sheet
	Behavior modification system for student.
LEVEL 2 – Discipline Write-up	Parent/Guardian Contact
	Consult with Principal
	Loss of Classroom Events / Intramurals
	Detention
LEVEL 3 – Discipline Write-up	Loss of Field Trip
	Detention
	In-School Suspension
	Loss of Positive Behavior
LEVEL 4 – Discipline Write-up	In-School Suspension
	Out-of-School Suspension

STUDENT DISCIPLINE

(Ref. Policy #218) It is our desire to ensure the safety and welfare of all students while creating an environment that is conducive to learning. At Clarion-Limestone Elementary, we have an instructional program that has a wholesome and orderly school environment. Therefore, it is the responsibility of each staff member to maintain student discipline and control in the school, on school grounds, during the time spent traveling to and from school, as well as attendance at all school sponsored activities.

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

1. Disregard for school authority, including persistent violation of school policy and rules.
2. Display or use of controlled substances on school property or during school-affiliated activities.
3. Violent or threatening behavior on school property or during school affiliated activities.

4. Possession of a weapon on school property, as defined by State and Federal law and in our School Board Policy.
5. Commission of a criminal act on school property or during school affiliated activities.
6. Misconduct that would merit suspension or expulsion under school policy.
7. Habitual truancy.
8. Verbal abuse (sexual and non-sexual).
9. Sleeping in class.
10. Stealing valuable educational time from other students and teachers.

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

LOST/DAMAGED BOOKS AND SCHOOL PROPERTY

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

DISCIPLINARY REFERRAL SYSTEM

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

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

AFTER-SCHOOL DETENTION

Students will be assigned after-school detention when necessary. Detention is held in a classroom from 3:00-4:30PM and is supervised by an adult. Students in grades 4, 5, and 6 must be picked up at the front door after detention.

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

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

The following are detention rules:

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

DISCIPLINE CODES

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

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

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

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

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

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

Procedures:

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

Disciplinary Options for Teachers:

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

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

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

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

- Cheating
- Lying
- Theft
- Altercation with another student
- To encourage, provoke, advocate or promote a fight or altercation with another student or between other students
- Truancy
- Possession of tobacco products
- Abusive or obscene gestures or language (major)
- On school property during a period of external suspension
- Insubordination
- Violation of Acceptable Use of Technology by Students, Staff, and Community (Ref. Policy #814.2)
- Cutting class
- Failure to respond to pages
- Failure to serve detentions
- Three days of incomplete homework assignments in a nine-week grading period

Procedures:

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

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

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

- Repeated violations of Level I & II behaviors
- Assault of students and/or staff
- Leaving school grounds without permission
- Sexual harassment (Ref. Policy #103.2)
- Throwing food (major)
- Possession of or use of combustible items such as matches and cigarette lighters or other devices
- Harassing, threatening, or intimidating others
- Vandalism- (major) Restitution is required in addition to disciplinary consequences.

Procedures:

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

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

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

- Repeated violations of Level I, II, and III behaviors
- The discharge of body fluids causing a health risk/or safety issue
- Indecent exposure
- Possession, transfers, and use of weapons or explosive devices and/or reasonable facsimiles
- Arson or bomb threat
- Possession, use or distribution of alcohol, tobacco, prescription and non-prescription drugs, and/or reasonable facsimiles
- Unauthorized pulling of fire alarms
- Any violation of the Pennsylvania Criminal Code
- Fighting or Violent acts of physical aggression
- Sexual Harassment (Ref. Policy #103.2)

Procedures:

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

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

Disciplinary Options include but not limited to the following:

- * Parent/guardian notification
- * Student restitution for damage, repairs or theft
- * Temporary removal with supervision from the classroom situation
- * Referral to Guidance
- * Referral to an outside agency
- * Confiscation of inappropriate objects
- * Exclusion from Extracurricular Activities
- * Law Enforcement Referral
- * Out of School Suspension
- * Community Service/School Service
- * Expulsion or action by the School Board
- * After School Detention

CPI

CPI is Nonviolent Crisis Prevention and Intervention. In an effort to support and maintain the care, welfare, safety, and security for all students and staff, our CARE Team is trained in Nonviolent Crisis Intervention (CPI). The CPI Crisis Development Model represents a series of recognizable behavior levels that an individual may experience during a crisis moment and the corresponding staff attitudes/approaches used to de-escalate challenging behaviors.

SURVEILLANCE

(Ref. Policy #810.2) The use of video and audio recording equipment has been installed and may be in use inside the buildings, on school grounds, and on school transportation. This has been done to support efforts to maintain discipline and monitor activity and determine the appropriate course of action.

ELECTRONIC DEVICES

(Ref. Policy #237) In order to provide students with a distraction-free environment for education, minimize academic dishonesty and cyber bullying, the teachers and administration will prohibit the use of electronic devices, including cellular phones, during school hours. However, if the electronic device is directly related to a student's medical reason, administrative approval may be sought. The building principal may impose additional restrictions on electronic device use and/or availability to ensure that the educational process is not impeded.

The regulations of electronic devices include the following:

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

STUDENT SEARCHES

(Ref. Policy #226) The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes. It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

No students may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board authorizes the administration to conduct random searches of lockers at any time. Searches may utilize certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

Where administration has reasonable suspicion that a student has on his/her person or in his/her possession an item or items that are prohibited and/or illegal, an administrator will perform a search of the student and their belongings with another school employee present to serve as a witness. Searches may include, but are not limited to, personal vehicles parked on school property, lockers, backpacks/book bags/gym bags, purses, coats, electronic devices, containers, or any other object where the contents may be kept. The student will be asked to empty his/her pockets and show the linings, tops of socks, and belt line. The search will be conducted in a private office with an administrator and one other adult present. Every attempt will be made to notify the parent/guardian in the event of a search. Should the student refuse to allow the search, the local police will be called. Any prohibited, unauthorized, or illegal contraband/items discovered can be seized and may be the subject of disciplinary action and/or referral to local authorities.

WEAPONS

(Ref. Policy #218.1) The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

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

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

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

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

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

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

SUSPENSION AND EXPULSION

(Ref. Policy #233) The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

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

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

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

CORPORAL PUNISHMENT

(Ref. Policy #218) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited. Teachers and school authorities may use reasonable force under the following circumstances:

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

SCHOOL NURSE

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

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

MEDICAL EXAMINATIONS, DENTAL EXAMINATIONS & SCREENINGS & EDUCATIONS

The School Code of the Commonwealth of Pennsylvania requires that on original entry to Clarion-Limestone School District, a student must have proof of or be given a physical examination and all 6th grade students must be given a physical examination.

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

Through a state-approved dental hygienist program, students in K-6 will receive a dental screening by a dental hygienist hired by the district. Students in K and 3rd

Grade may elect to have their mandated dental exam by a private dentist or by the dental hygienist at the school.

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

MANDATED HEALTH SCREENINGS

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

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

The school employs a physician to complete the school required physicals

along with all sport physicals, and a hygienist to provide required dental screenings and education.

IMMUNIZATIONS

(Ref. Policy #203) Revisions in the School Immunization Regulations state that a student entering school (for kindergarten or first grade) has 4 doses of Tetanus, Pertussis and Diphtheria (DPT) with the 4th dose on or after the child's 4th birthday, 4 doses of Polio (4th dose on or after 4th birthday and at least 6 months after previous dose given), 3 doses of Hepatitis B Vaccine (Hep.B), 2 doses of measles containing vaccine (MMR), and 2 doses of Varicella (chicken pox) or proof of immunity, either by history of disease or laboratory testing.

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

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

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

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

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

ALLERGIES / ANAPHYLAXIS

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

USE OF MEDICATIONS

(Ref. Policy #210) The school nurse, with the written approval of the school physician and the parent, guardian, or person in loco parentis, may administer non-prescription and prescription medication to students. A consent form for the administration of non-prescription /prescription medication shall be completed and signed by the parent, guardian, or person in loco parentis before any non-prescription /prescription medication may be administered. A properly executed consent form shall authorize the administration of non-prescription/prescription medication and shall relieve the Board and its employees of all liability of non- prescription medication.

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

ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS

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

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

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

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

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

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

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

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

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

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

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

Hydrocortisone cream may be used topically for minor skin irritation or

inflammation as needed.

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

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

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

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

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

Section 1414.10(2) of the Pennsylvania Public School Code has been updated placing additional measures and requirements regarding the application of sunscreen during school hours, at school sponsored events, or while under the supervision of school personnel. Therefore, please apply sunscreen to the student BEFORE coming to school or going on a field trip, if needed. Hats and other sun-protective clothing is encouraged.

ADMINISTRATION OF PRESCRIBED MEDICATION

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

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

No medications shall be administered except in accordance with the physician's written request for administration of a specific dosage. The written request shall include: 1) date; 2) student's name; 3) name of medication, dosage, how administered, time schedule and length of time to be administered in school; 4) possible side effects or contraindications; 5) any curtailment of specific school activity; 6) a list of any other medication which have been prescribed by the physician; and 7) physician's signature and telephone number.

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

Prescribed medication delivered to the school must be in a properly labeled container with 1) student's name; 2) name and registration number of physician; 3) date of originally filled prescription; 4) name of medication, dosage and frequency of administration; and 5) name, address and telephone of pharmacy. The nurse can then accurately follow the directions of the attending physician.

Please do not send prescription drugs in containers other than the original containers. The nurse may not administer medications from an improperly marked or an unmarked container.

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

SELF ADMINISTRATION OF PRESCRIPTION MEDICATION

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

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

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

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

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

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

REGULATIONS CONCERNING COMMUNICABLE DISEASES

(Ref. Policy #203) The following diseases require isolation and exclusion from school until a doctor certifies that the student may return to school: Diphtheria, Scarlet Fever, Polio, Meningitis, Hepatitis, and Typhoid Fever.

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

PENNSYLVANIA DEPARTMENT OF HEALTH REGULATIONS contains the following requirements:

Exclusion of students showing symptoms: The school nurse shall exclude immediately a student showing an unusual skin eruption, having soreness of the throat or having signs or symptoms of whooping cough or diseases of the eyes. The exclusion and the reasons prompting it shall be reported to the health

authority of the municipality or county in which the school is situated, together with the name and address of the student excluded.

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

Admission of exposed or isolated students: No student who has been absent from school by reason of having had or because of residing on premises where there has been a disease for which isolation is required may be readmitted to school without the permission of the health authorities.

The student shall be required to secure permission whether or not there has been a physician in attendance or whether or not isolation has been established in the household.

NALOXONE

(Ref. Policy #823)_As a means of enhancing the health and safety of its students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose

CAFETERIA RULES

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

*First strike = you're getting too loud

*Second strike = warning

*Third strike = complete silence no talking

As a reminder, water bottles are permitted but glass containers of any kind are not permitted.

When turning in charge money to the cafeteria through the elementary office, please be sure to include the student's name, I.D.# and homeroom on the envelope.

UNPAID MEAL CHARGES

(Ref. Policy #808.1) The Clarion-Limestone Area School District is committed to providing nutritious meals to all students. The district must establish consistent meal account procedures throughout the district. Unpaid charges place a financial burden on the food service department and school district. The goals of this policy are:

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

DELEGATION OF RESPONSIBILITY

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

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

The Parent/Guardian- Responsible for making immediate payment.

Policy Administration-GUIDELINES

LUNCH CHARGES - FREE AND REDUCED STUDENTS

Free lunch status students will not be permitted to have a negative account balance due to charging items. Free meal status permits a student to receive a free meal every day. A la carte items are not part of the National School Lunch Program.

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

meals at a price greatly reduced from the regular meal price.

LUNCH CHARGES - ALL OTHER STUDENTS

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

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

When a student owes money for (5) five or more meals, the school will make at least (2) two attempts to reach the student's parent/guardian and have the parent/guardian apply for participation in the school food program. (1) (2) (3).

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

BALANCES OWED

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

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

If there is no response within (30) thirty days to correct balances owed from charges or NSF checks by the parent/guardian, the Superintendent or his/her designee may take the following actions, unless or until prohibited by state law or regulation: Referral to small claims court and/or District Attorney's office.

END OF YEAR CHARGES

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

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

Each district cafeteria utilizes a computerized point of sale system with an online prepayment system. The system maintains a record of all monies spent by each student and is available online to the parent/guardian. Upon request, a printout will be sent to the parent/guardian. The Food Service Department will inform parents/guardians that meals can be paid for in advance to minimize the possibility that a student could be without meal money on a given day.

The Food Service Department may contact the parent/guardian by phone to

request money for the purchase of meals or to encourage the parent/guardian to apply for free or reduced price meals.

BLOCKS ON ACCOUNTS

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

REFUNDS

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

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

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

VENDING MACHINES

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

STUDENT WELLNESS

(Ref. Policy #246) Clarion-Limestone Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

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

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

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

Grains - Chex Mix Cereal Bars, Rice Krispies Treats, Animal Crackers, Graham Crackers, Pretzels, Popcorn, Baked Chips, Cereal,

Rice Cakes, Granola Bars, Gold Fish Crackers

Vegetables – Fresh Vegetables

Fruit – Fresh Fruit, Dried Fruit, Frozen Fruit Bars, 100% Fruit Juices

Protein – Trail Mix (nuts) Seeds, Jerky

Dairy – Yogurt, Milk, Low-Fat Dip, Cheese, Pudding, Frozen Yogurt

Other – Sugar-Free jello, 100 Calorie Pack Snacks, Water, Flavored Water

TRANSPORTATION

(Ref. Policy #810) Bus transportation is provided for all students who do not live within walking distance of the school. Students must be on time at the bus stop locations at home and at school. They should leave home in time to reach the bus stop five minutes before the scheduled pick up.

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

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

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

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

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

19. Inappropriate use of electronic devices (i.e. prank calling, filming or photographing, viewing inappropriate videos, games, etc).
20. Any infraction that is listed in the code handbook

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

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

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

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

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

ACTIVITY TRANSPORTATION

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

SCHOOL BUS DISCIPLINE

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

1st offense – warning by driver

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

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

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

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

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

NOTE: Serious incidents may result in an expedited process

SCHOOL BOARD TRANSPORTATION COMMITTEE

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

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

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

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

TOBACCO USE

(Ref. Policy #222) The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

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

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

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

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

CONTROLLED SUBSTANCES

(Ref. Policy #227) For purposes of this policy, controlled substances shall mean all dangerous controlled substances prohibited by law, look-alike drugs, alcoholic or malt beverages, anabolic steroids, drug paraphernalia, any substance intended to alter mood, mental, and/or physical functions, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and any medication for which a prescription is required, except those for which permission for use in school has been granted pursuant to Board policy.

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

EMERGENCY EVENTS / DRILLS

The District strives to provide a safe and secure learning environment for all students, faculty, and staff members. If an emergency arises, there are detailed steps for staff and administration to follow, for the safety of all students and staff. In case of an emergency requiring evacuation, the parent/guardian will be notified of the student's evacuation location.

Please be advised that emergency preparedness, emergency evacuation, and school security drills will be conducted at intervals required by state law. School security drills are designed to practice procedures to respond to other emergency situations such as an act of terrorism, armed intruder situation, or other violent threat. School security drills are conducted in accordance with Policy 805 and 24 P.S. §15-1517 with 1 drill being held within 90 calendar days of the start of the school year.

NON-DISCRIMINATION / DISCRIMINATORY HARASSMENT – SCHOOL AND CLASSROOM PRACTICES

(Ref. Policy #103) The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, national origin, ethnicity, ancestry, familial status, religion, disability, medical condition, age, sex, gender, or sexual orientation.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics & extracurricular activities. In order to achieve the aforesaid goal, the Board directs the Superintendent or his/her designee to assume the responsibility of coordinating all implementing activities as Compliance Officer.

The Compliance Office shall publish and disseminate this policy at least annually to students, parents/guardians and employees. The publication shall include the name, office address & telephone number of the Compliance Officer: [NAME], Compliance Officer, Clarion-Limestone Area School District, 4091 C L School Road, Strattanville PA 16258. Telephone number 814-764-5111.

It shall be the duty of the Compliance Officer to monitor:

Curricula Content - Review current and proposed curriculum guides and textbooks to detect any bias based upon race, color, national origin, ethnicity, ancestry, familial status, religion, disability, medical condition, age, sex, gender, or sexual orientation; ascertain that supplemental materials fairly depict the contribution to society of all sexes, genders, races. and ethnic groups.

Training - Develop an ongoing program of in-service training for students and staff designed to identify and alleviate problems of race, color, national origin, ethnicity, ancestry, familial status, religion, disability, medical condition, age, sex, gender, or sexual orientation bias in all aspects of the school program.

Student Access- Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated on the basis of race, color, national origin, ethnicity, ancestry, familial status, religion, disability, medical condition, age, sex, gender, or sexual orientation in any duty, work, play, classroom or school practice, except as may be permitted under

federal and state regulations.

District Support- Ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.

Student Evaluation- Ensure that tests, procedures, and guidance and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, national origin, ethnicity, ancestry, familial status, religion, disability, medical condition, age, sex, gender, or sexual orientation.

The Compliance Officer shall report to the Board on progress in the non-discrimination program for school and classroom practices, as requested.

UNLAWFUL HARASSMENT

(Ref. Policy #248) The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

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

For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical conduct relating to a student's race, color, national origin, ethnicity, ancestry, familial status, religion, disability, medical condition, age, sex, gender, or sexual orientation.

For more information, please contact the Compliance Officer: Clarion-Limestone Area School District, 4091 C L School Road, Strattanville PA 16258. Telephone number 814-764-5111.

BULLYING/CYBERBULLYING

(Ref. Policy #249) The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated. All forms of bullying and cyberbullying by district students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

Students who have been bullied or cyberbullied shall promptly report such incidents to the building administrator. Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The District shall annually inform students that bullying or cyberbullying of students will not be tolerated.

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

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student's personal property.

3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the District, offenders shall be the subject of appropriate discipline.

Discrimination/Harassment— any conduct directed against a person with the intent to intimidate, insult, or degrade an individual based on race, color, national origin, ethnicity, ancestry, familial status, religion, disability, medical condition, age, sex, gender, or sexual orientation will not be tolerated. Consequences consist of, but are not limited to, charges filed with State Police, restitution for damages, suspension, loss of privileges, and/or detention.

The terms bullying and cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying.

Students shall be encouraged to report bullying or cyberbullying complaints to District employees. All employees who receive a bullying or cyberbullying complaint shall investigate to determine if bullying or cyberbullying has occurred. If the behavior is found to meet the definition of bullying or cyberbullying, written documentation must be submitted to the building principal.

The building principal or his/her designee will inform parents of the victim and person accused.

COMPLAINT PROCEDURE

1. A student shall report a complaint of bullying /cyberbullying, orally or in writing, to the building administrator.
2. The building administrator will investigate the alleged conduct that occurred.
3. The building administrator may ask assistance from other District employees in the investigation process.
4. After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure the conduct ceases.

DISCIPLINE .A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include counseling, parent/guardian conference, detention, suspension or expulsion.

Depending on the severity of the incident, the principal may also take the appropriate steps to ensure student safety which may include:

1. Implementation of a safety plan.
2. Separation and supervision of students involved.
3. Provision of staff support as necessary.
4. Referral of incident to law enforcement officials, if necessary.
5. Development of a supervision plan with the parent/guardian.

HAZING

(Ref. Policy #247) Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership or affiliation with any organization recognized by Clarion-Limestone School District.

Clarion-Limestone School District does not condone any form of hazing. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.

When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. The principal shall conduct an investigation of the alleged hazing.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

SAFE2SAY SOMETHING

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the "Safe2Say Something" (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019. S2SS is a life-saving and life-changing school safety program that allows tipsters to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

Program Background:

The Office of the Attorney General (OAG) has established S2SS and will manage and will manage and maintain the program. The OAG in partnership with Sandy Hook Promise (9SHP), a leader in anonymous reporting systems, has built the application, website, and PA-based 24/7 Crisis Center. SHP is a national non-profit committed to creating safe schools and communities through their four evidenced-based Know the Signs intervention programs. To date, SHP has delivered its programs to 10,000+ schools and trained 5+ million youth and adults in every state resulting in countless suicide, school shooting and firearm threat interventions and countless bullying, drug use, and other acts of violence and victimization interventions.

How it Works:

1. Via mobile app, website, or phone call-arriving first at the S2SS Crisis Center.
2. Crisis Center analysts' vet and triage the tip, then engage the tipster in

anonymous two-way chat in order to provide detailed and immediately-actionable information to schools and dispatch.

3. Crisis Center analysts deliver the tip to the impacted school and, as needed, local law enforcement via 911 County dispatch.
4. The school and, as needed, local law enforcement, assess and intervene with threat-risk individual.
5. The school then closes out the tip and reports actions taken as a record for their school.

1-844-Saf2Say (1-844-723-2729)

<https://www.safe2saypa.org/> and <https://safe2saypa.org/tip>

For more information, please contact Clarion-Limestone Area School District, 4091 C L School Road, Strattanville PA 16258. Telephone number 814-764-5111.

SUICIDE AWARENESS, PREVENTION AND RESPONSE

(Ref. Policy #819) The Board is committed to protecting the health, safety, and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources. This policy will help to protect all students throughout the following steps:

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

1. The designated School Suicide Prevention Coordinator serves as liaison and a point of contact for students in crisis and refer students to appropriate resources.
2. When a student is identified as being at risk, he/she will be assessed by a District-approved suicide assessment instrument used by trained mental health staff. The parent/guardian of a student identified as being at risk of suicide will be notified, and the District shall identify mental health service providers to whom students can be referred for further assessment and assistance.
3. Students will have access to national resources which they can contact for additional support, such as:
 - a. The National Suicide Prevention Lifeline, 1-800-273-8255 (TALK), www.suicidepreventionlifeline.org
 - b. The Trevor Lifeline, 1-866-7386, www.thetrevorproject.org
4. All students will be expected to help create a school culture of respect and support in which students feel comfortable in seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or in need of help.
5. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

6. For a more detailed review of policy changes, please see the District's full Suicide Awareness, Prevention and Response Policy (#819).

For more information, please contact Clarion-Limestone Area School District, 4091 C L School Road, Strattanville PA 16258. Telephone number 814-764-5111.

SEXUAL HARRASMENT

(Ref. Policy #103.2) Clarion-Limestone will not condone any written or verbal or physical communication or behavior which constitutes sexual harassment.

Federal and state law have defined sexual harassment to include (but not limited to) the following: unwelcome gestures and/or actions; unwelcome flirtations, advances, or propositions; requests for sexual or social behaviors; leering, patting or touching the person; using sexually descriptive, degrading or offensive words, comments or signals to or about the person's body, the person's love life, sex life or sexual orientation.

Sexual verbal harassment or abuse includes, jokes, name calling, or sexual rumors to a person, with sexual or demeaning implications.

Once the reported incidence has been investigated, actions can range from reprimands, to suspensions, to expulsions and exclusions to class, school activities or school.

For more information, please contact the Title IX Coordinator: Clarion-Limestone Area School District, 4091 C L School Road, Strattanville PA 16258. Telephone number 814-764-5111.

DATING VIOLENCE

(Ref. Policy #252) Dating violence is inconsistent with the educational goals of the District and is prohibited at all times. Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term. Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

The Board encourages students who have been subjected to dating violence to promptly report such incidents. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any students who violates this policy.

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violators of law against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. Upon notification of a conviction or adjudication of a student in this District for sexual assault against another student enrolled in this District, the District shall comply with the disciplinary requirements established by state law and Board policy.

For more information, please contact the Title IX Coordinator: Clarion-Limestone Area School District, 4091 C L School Road, Strattanville PA 16258. Telephone number 814-764-5111.

Student Convicted or Adjudicated of Sexual Assault, Act 110 of 2020

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of

guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.

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.

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School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.

Sexual assault – means any of the following offenses:

1. Rape.
2. Statutory sexual assault.
3. Involuntary deviate sexual intercourse.
4. Sexual assault.
5. Aggravated indecent assault.
6. Indecent assault.

Authority - The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.

Delegation of Responsibility - A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than 72 hours after the conviction.

Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take 1 of the following actions against the convicted or adjudicated student:

1. Recommend that the Board expel the student, in accordance with law and Board policy.
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.

Guidelines - In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School - The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if 1 of the following circumstances occur:

1. The victim is no longer enrolled in the district.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students - When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.

For more information, please contact the Title IX Coordinator: Clarion-Limestone Area School District, 4091 C L School Road, Strattanville PA 16258. Telephone number 814-764-5111.

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

The Family Educational Rights and Privacy Act (FERPA) (20U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to the student's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

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

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202)260-3887 (voice). Individuals who use telecommunication device for the deaf may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5920

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

PROTECTION OF PUPIL RIGHTS ACT

(Section 1232H) According to federal law, no student shall be required, as a part of any applicable program, to submit to a survey, analysis, or evaluation without the prior written consent of the parent/guardian, that reveals information concerning: Political affiliations.

1. Mental and psychological problems potentially embarrassing to the student or his/her family.
2. Sex behavior and attitude.
3. Illegal, anti-social, self-incrimination and demeaning behavior.
4. Critical appraisals or other individuals with whom students have close family relationships.
5. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
6. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

Clarion-Limestone Area School District is an equal opportunity education

institution and will not discriminate on the basis of race, color, national origin, ethnicity, ancestry, familial status, religion, disability, medical condition, age, sex, gender, sexual orientation, or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or the Section 504 Coordinator, at 4091 C-L School Road, Strattanville, PA 16258 (814-764- 5111).

For information regarding services, activities and facilities that are accessible to and usable by persons with disabilities contact the Superintendent at 4091 C-L School Road, Strattanville, PA 16258 (814-764-5111).

ACCEPTABLE USE OF TECHNOLOGY BY STUDENTS, STAFF, AND COMMUNITY MEMBERS

(Ref. Policy #814.2) All students must have a signed permission form on file in which parents/guardians grant permission for internet access and to publish images and names through the district's website or media sources. Permission forms for all students who attended Clarion-Limestone Elementary School during the prior school year are on file. New students must complete the permission form. An overview of the policy is below. The written Board Policies #814.2 and #911 are available through the school office. If you wish to change this status at any time, please submit a written statement to the school.

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

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

electronic media is prohibited.

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

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

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

GUIDELINES FOR INTERNET AND COMPUTER TECHNOLOGY USAGE

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

I. Student Personal Safety:

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

II. Illegal Activities:

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

III. Systems Security:

- All users are responsible for the use of their individual account and should take all reasonable precaution to prevent others from using their account.
- All users will notify the computer administrator immediately if they have identified a possible security problem. Students will not go looking for security problems because this may be construed as an illegal attempt to gain access.
- All users will avoid the inadvertent spread of computer viruses by following the school's virus protection procedures if they download software.

IV. Inappropriate Language:

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

V. Respect for Privacy:

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

VI. Computer Resource Limits:

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

VII. Plagiarism and Copyright Infringement:

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

VIII. Inappropriate Access to Material:

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

IX. District Limitation of Liability:

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

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

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

ESCUELA ELEMENTAL CLARION-LIMESTONE
4091 C-L School Rd. Strattanville, PA 16258

Derecho de los padres a conocer la información requerida por la Asistencia para la Educación
Primaria y Secundaria (ESEA) [Sección 1112 (e) (1) (A)] y la Ley Cada Estudiante Triunfa
[Sección 1112 (e) (1) (A)]
[08-2023]

Estimado(s) Padre(s)/Tutor(es) Legal(es):

Su hijo asiste a Clarion-Limestone Elementary, que recibe fondos federales del Título I para ayudar a los estudiantes a cumplir con los estándares estatales de rendimiento. A lo largo del año escolar, le proporcionaremos información importante sobre esta ley y la educación de su hijo. Esta carta le informa sobre su derecho a solicitar información sobre las calificaciones del personal del aula que trabaja con su hijo.

En Clarion-Limestone, estamos muy orgullosos de nuestros maestros y sentimos que están listos para el próximo año escolar y están preparados para darle a su hijo una educación de alta calidad. Como escuela de Título I, debemos cumplir con las regulaciones federales relacionadas con las calificaciones de los maestros según se definen en ESEA. Estas regulaciones le permiten aprender más sobre la capacitación y las credenciales de los maestros de su hijo. Nos complace proporcionarle esta información. En cualquier momento, puede preguntar:

1. Si el maestro cumplió con los requisitos estatales de calificación y certificación para el nivel de grado y la materia que está enseñando,
2. Si el maestro recibió un certificado de emergencia o condicional a través del cual se renunciaron a las calificaciones estatales, y
3. Qué títulos de pregrado o posgrado posee el maestro, incluidos certificados de posgrado y títulos adicionales, y especialización (s) o área (s) de concentración.

También puede preguntar si su hijo recibe ayuda de un paraprofesional. Si su hijo recibe esta asistencia, podemos proporcionarle información sobre las calificaciones del paraprofesional.

La Ley Cada Estudiante Triunfa (ESSA) que se convirtió en ley en diciembre de 2015 y reautoriza la Ley de Educación Primaria y Secundaria de 1956 (ESEA) incluye adicionalmente solicitudes de derecho a saber. En cualquier momento, los padres y familiares pueden solicitar:

1. Información sobre las políticas relativas a la participación de los estudiantes en las evaluaciones y los procedimientos para optar por no participar, y
2. Información sobre las evaluaciones requeridas que incluyen
 1. objeto de ensayo,
 2. finalidad del ensayo,
 3. fuente del requisito (si procede),
 4. cantidad de tiempo que les toma a los estudiantes completar la prueba, y
 5. Tiempo y formato de difusión de los resultados.

Nuestro personal está comprometido a ayudar a su hijo a desarrollar el conocimiento académico y el pensamiento crítico que necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarnos de que todos nuestros maestros y paraprofesionales cumplan con los requisitos aplicables del estado de Pensilvania.

Si tiene alguna pregunta sobre la asignación de su hijo a un maestro o paraprofesional, comuníquese con el Sr. Rob Sintobin en Clarion-Limestone Elementary al (814) 764-6006 o envíe un correo electrónico a rsintobin@clasd.net.

Sincerament,

El Sr. Rob Sintobin

DISTRICT OFFICE

Lukundo Furnish, Asst. Business Mgr.
Tricia Parker, Payroll/Benefits
Donna Smith, Administrative Assistant
Robert Spicher, Business Manager
Brian Weible, Superintendent
Christine Wolfe, Transportation

DISTRICT

Rob Sintobin, K-12 Principal
Davey Eggleton, K-12 Assistant Principal
Jordan Johnston – Dean of Students
Alex Gray, School Psychologist
Jon Quinn, Special Education Director
Gracie Wiles, Behavioral Specialist
Jake Ponist, School Support Therapist
, Mgmt. Inf. Systems Director
Brad Frazier, Athletic Director
Emily Lubas, Asst. Athletic Director / Trainer

KINDERGARTEN

Tiffany Jackson
Abby MacBeth
Teresa McBride
Jolene Priest

1st GRADE

Teresa Cyphert
Megan Drayer
Jamie Emings
Rhonda Shook

2nd GRADE

Kelli Hummell
Nicole Painter
Becky Whitting

3rd GRADE

Kimberly Burkhart
Wendy Ferguson
Stephanie Kalinowski
Diane Rinker

TITLE I TEACHERS

Robin Cumpson
Christy Runyan

GIFTED

Tiffany Sloan

ELEMENTARY

Ashley Means, Elementary Nurse
Kate Rowan, Nurse Assistant
Bonnie Ehrhart, Elementary Secretary
Lisa Reed, Elementary Secretary

Paraprofessionals:

Autumn Graybill, Shelley Hunter,
Ashley Kinnan, Jennie Moore,
Stefanie Schimp, Brenda Selker
Denise Strattan, Doris Wonderling

Jennifer Mauk, Cafeteria Manager
Mark Graf, School Policeman
Steven Johnson, School Policeman
Lee Park, Supervisor Bldg/Grounds
Andy Rawson, PM Maint. Supervisor

4th GRADE

Wendy Ferguson
Jamie Grace
Bridget Wingard

5th GRADE

Jessica Craig
Kim Irwin

6th GRADE

Brad Frazier
Nicole Oakes
Charles Turnbull

SPECIALS TEACHERS

Pete Beskid
Emily Coulson
Jennifer Hubler
Liz Huwar
Tracey Johnston
Megan Simpson

LEARNING SUPPORT

Angel LaCombe
Megan Matthews
Liz Seybert

SPEECH

Kelly Smith