

**CLAYSBURG-KIMMEL ELEMENTARY SCHOOL
240 CK ELEMENTARY DRIVE
CLAYSBURG, PA 16625
(814) 239-5144
(814) 239-8994 (FAX)**

PARENT/STUDENT HANDBOOK

2017-2018

MISSION STATEMENT

**We inspire and empower individuals
to excel each day in the learning
choices they must make to be
productive and responsible citizens.**

QUICK REFERENCE

PHONE EXTENSIONS:

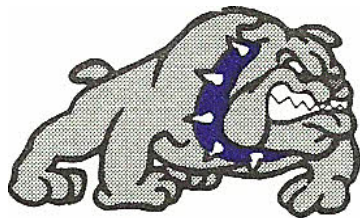
The following extensions can be reached by calling the Claysburg-Kimmel Elementary School main phone number, 239-5144, and then:

Principal	2362
Secretary to the Principal	2360
Office	2364
Dean of Students	2380
School Counselor	2156
Health Room	2376
Cafeteria	2372
Library	2022
School Psychologist	2153

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Claysburg-Kimmel
Home of the Bulldogs



CLAYSBURG-KIMMEL ELEMENTARY SCHOOL

240 CK Elementary Dr.

Claysburg PA 16625

Phone (814) 239-5144. Fax (814) 239-8994

<http://www.ckelembulldogs.com>

- Matthew Hall, Elementary Principal

Dear Parent(s) and/or Guardians,

Welcome to Claysburg-Kimmel Elementary (CKE)! As elementary principal, I wish to extend to each of you a sincere welcome. Whether this is your first year with CKE or you are a parent familiar with our school, I am excited to have your child enter into our outstanding institution!

The CKE staff is diligent in their endeavors with each student who enters our doors. Our teachers work hard to provide a quality education. Our custodial/maintenance staff ensures that the building is safe and clean for all of us to use and enjoy. The administrative assistants provide valuable information as well as friendly faces/voices to answer any of your building questions or concerns. Our nurses and cafeteria staff are conscientious in helping to keep your child healthy and fit. Our parents support our educational endeavors and work with us to enable our students to be highly educated, caring, polite, and well-rounded individuals. We are a school surrounded by a supportive community. We are very fortunate to have such a supportive group of individuals working with your child!

I hope you find our parent/student handbook informative! This handbook will help to answer questions you may have throughout the school year. Please keep it readily available for such occasions. Also, please keep in mind that this is a working document which will not provide you with all the answers, but rather a general guideline for information which you most likely will need. If you have further questions needing addressed, please be sure to follow the chain of command found on page 12 of this handbook. This chart will aid you in knowing with whom you need to speak regarding your particular concern.

I am fortunate to be approaching my fourth year with CKES and am quite proud to be a Bulldog! I hope you are as well! It is my desire that we will continue to work together to help provide your child with all that s/he needs to be successful in life!

Mr. Hall

Elementary Principal

2017-2018 SCHOOL CALENDAR

Teacher In-Service	Thursday, August 24 & Monday, August 28 + 1 flex day
First Day for Students	Tuesday, August 29
Labor Day	Monday, September 4
Early Dismissal	Friday, September 22
Teacher In-Service	Friday, October 27
Veteran’s Day.....	Friday, November 10
Early Dismissal	Tuesday, November 21
Parent/Teacher Conference (Evening)	Tuesday, November 21
Parent/Teacher Conference (Morning).....	Wednesday, November 22
Thanksgiving Vacation	Thursday, November 23 thru Tuesday, November 28
Early Dismissal	Friday, December 22
Christmas Vacation	Monday, December 25 thru Monday, January 1
Teacher In-Service	Monday, January 15
Mid-Winter Vacation	Friday, February 16 & Monday, February 19
Teacher In-Service	Friday, March 2
Easter Vacation	Friday, March 30 thru Monday, April 2
PSSA Testing –ELA – Grades 3 rd through 6 th	April 9 – 13
PSSA Testing –Math – Grades 3 rd through 6 th	April 16 – 20
PSSA Testing –Science – Grades 4 th	April 23 - 27
PSSA Make-Up Testing Window	April 30 – May 4
Memorial Day	Monday, May 28
Last Day for Students.....	Friday, June 1
Snow Make-Up Days.....	February 16, April 2, and June 4, 5, 6

It is the policy of the Claysburg-Kimmel School District not to discriminate in its educational programs, extra-curricular activities, or employment policies on the basis of race, color, religion, national origin, handicap, sex, or age in compliance with Title VI of the Civil Rights Act of 1964, and Title IX of the Education 193. For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Elementary School Office.

SCHOOL HOURS

Grades K-6.....8:20 – 3:10

Tardy Bell8:50

***Students will not be permitted in the building prior to 7:45 a.m. unless otherwise requested to do so by school personnel.**

The elementary library is open beginning at 7:45 a.m. for those students who arrive early due to parents work schedules. Please **do not** drop your child(ren) off before 7:45 a.m. We do not have staff supervision in place prior to 7:45 a.m.

*If you transport your child(ren) to school in the morning, please take note: **On days that we are operating on a 2-hour delay, please have your child(ren) to school by 10:20 a.m. Since no breakfast is served, our instructional time begins at 10:30 a.m. on delayed start days.**

BREAKFAST & LUNCH SCHEDULE

Breakfast8:20 – 8:50

Pre-K Counts.....10:45 – 11:15

Sixth Grade.....11:00 – 11:30

Fifth Grade.....11:15 – 11:45

Fourth Grade11:30 – 12:00

Third Grade.....11:45 – 12:15

Second Grade12:00 – 12:30

First Grade12:15 – 12:45

Kindergarten.....12:30 – 1:00

GENERAL SCHOOL GUIDELINES

VISITORS TO THE SCHOOL

You are welcome in our school: however, for the children's safety and protection, as well as the best educational process, a few rules need to be observed. These rules are as follows:

1. All visitors must sign in at the office.
2. Visitors are not permitted beyond the office area without prior authorization from the office personnel.
3. Classroom visits will be limited to a time when there are no students in the classroom. Please contact your child's teacher by phone to set up a mutual time to discuss your child's educational needs.
4. A visitor's badge must be worn at all times in the building.
5. No food or drink is permitted in the gymnasium.
6. As a courtesy, please remove your hat upon entering the school.

ATTENDANCE AT SCHOOL FUNCTIONS

1. Be courteous to others in attendance.
2. Try to remain seated during the entire program.
3. If you find it necessary to enter or leave during the program, please do so after the completion of a song and/or part of the student program.
4. Claysburg-Kimmel is a tobacco-free zone. Any form of tobacco use is prohibited anywhere on school grounds.
5. As a courtesy, please remove your hat upon entering the school.
6. You are responsible for the behavior of siblings and/or others in attendance with you.
7. No food or drink is permitted in the gymnasium at any time.

REGISTRATION

1. Children Transferring to Claysburg-Kimmel Elementary School:
 - a. A child entering from a school outside the state must come to C-K Elementary office with his/her parents. They should bring with them the child's birth certificate, social security card, proof of residency, immunization records and any transfer information given to them by the school previously attended.
 - b. Please provide custody agreement or other pertinent custody information if child does not live with both biological parents. Copies of special services would be helpful all school records will be transferred by mail.
 - c. Please provide any current special services records where applicable.
 - d. All registrations will be considered provisional while information is verified.
 - e. Any student transferring from a school district in which he/she was currently enrolled in an alternative placement will continue to be enrolled in that alternative placement or its equivalent.
2. Children Leaving Claysburg-Kimmel Elementary School:
 - a. When you find it necessary to move from the Claysburg-Kimmel area, you should notify the school.
 - b. We will make an appointment for you to come in to sign a record release form.
 - c. Take all personal belongings.
 - d. Return all property of Claysburg-Kimmel, and take care of all obligations such as return library books, pay cafeteria indebtedness, or any other financial obligations. Records will not be transferred until obligations have been satisfied.
3. Enrollment for Kindergarten and First Grade:
 - a. Claysburg-Kimmel School District is proud to offer a full-day Kindergarten program for all students.
 - b. Registration is held in the early spring of each year. In order to complete this enrollment, the parent must bring proof of age which is the **STATE** birth certificate (not the one issued by the hospital).
 - c. Also at the time of registration, you should bring your child's social security card, proof of residency, and your child's immunization record must be in compliance with existing state laws.
 - d. Please provide custody agreement or other pertinent custody information if child does not live with both biological parents.
 - e. To enter kindergarten, a child must be five years of age on or before **July 1**.
 - f. To enter first grade a child must be six years of age on or before **July 1**.

ATTENDANCE

PENNSYLVANIA TRUANCY LAW (ACT 138)

- **Definition of “truancy.”** Three (3) or more school days of unexcused absence during the *current* school year by a child subject to the compulsory school attendance law.
- **Definition of “habitually truancy.”** Six (6) or more school days of unexcused absences during the *current* school year by a child subject to the compulsory school attendance law.

Procedure when child is truant. The school will notify the parents or guardians in writing within ten (10) school days of the child’s third unexcused absence that the child has been truant. This notice:

1. Must include a description of the consequences if the child becomes habitually truant.
2. Must be in the mode and language of communication preferred by the parents.
3. May include the offer of an attendance improvement conference.

Note: If the child continues to incur additional absences after this notice has issued, the school **must** offer student attendance improvement conference.

Procedure when child is habitually truant (under fifteen (15) years of age). The school **must** refer the child to **either**: (1) a school-based or community-based attendance improvement program or (2) the county children and youth (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school **may** file a citation against the parent of a habitually truant child in a magisterial district court.

Note: in all cases where a school refers a habitually truant child to a magisterial district court or CYS, the school **must** provide verification that it convened and held a student attendance improvement conference.

Fines up to \$750. A judge **may** fine a parent for habitual truancy. A person convicted of habitual truancy **may** be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 for the second offense; and (3) up to \$750 for the third and all subsequent offenses.

Note: An “offense” is clearly defined as each citation, regardless of the number of absences claimed in the citation.

Note: A child or parent/guardian may also be sentenced to perform community service, or complete a course designed to improve school attendance.

Jail up to 3 days. A judge **may** jail a parent up to 3 days only if (1) the court makes specific findings that the parent had the ability to pay the fine or complete the community-service and (2) the court finds that parent’s non-compliance was willful.

Referral to CYS for second conviction in three years. If a parent or student is convicted a second time for habitual truancy within three years, the court **must** refer the child to CYS for services or possible disposition as a dependent child under the Juvenile Act.

ATTENDANCE PROCEDURES

1. Regular attendance is very important to your child and we ask your cooperation in seeing that he/she is in school every session that health permits.
2. Claysburg-Kimmel Elementary strives to get every student’s day started on a positive note. Getting to school on time is a very important part of getting the day started right. Instructional time is missed when your child arrives late.
3. Students reporting to school from 8:50 a.m. until 9:45 a.m. will be considered tardy. Students who are tardy **must** be accompanied inside the building by an adult. A written excuse **must** be given explaining any student’s tardiness. After 9:45 a.m., a ½ day absence will be listed on the student’s record in addition to the tardy.
 - a. Tardy students must report to the attendance office for a pass.
 - b. **Being unexcused tardy more than three (3) times during a nine week period, will result in detention. (1/2 hour before or after school).** Car problems, oversleeping, and inexcusable personal reasons will be UNACCEPTABLE.
 - c. Any student entering the building after 8:50 a.m., and subsequently throughout the remainder of the day, **MUST** be accompanied by an adult.

4. The school laws of Pennsylvania require a written excuse for **all absences**. When an excuse written by the parent is not received, the absence must be considered “unlawful”. However, sending an excuse does not necessarily mean that the absence will be considered lawful. Such reasons as: away from home, overslept, went shopping, missing the bus and not having transportation, etc. will be considered unlawful absences.
5. Excused absences include: illness of the child, death in the immediate family, quarantine, and special emergencies (to be defined by the principal).
6. **A letter will be sent to the parents of students who have been absent for nine days, not excused by a doctor. This letter will state that all subsequent absences, after the 10th day, must be accompanied by a doctor’s excuse.** Students will be required to see and be treated by a doctor for subsequent absences (including tardies), or otherwise, they will be considered unlawful. The doctor’s excuse must specifically indicate the day(s) the student was absent, the date of the office visit, and the day the student is to return to school. However, a student may be required to see a doctor at anytime at the discretion of the office. Students must be in attendance for 150 days in order to be promoted to the next grade level. Exceptions may be made in case of chronic health conditions and the final decision will be determined by the elementary school principal.
7. **Students should bring a written excuse for their absence the first day they return to school.** Any absence that exceeds five (5) days without a written excuse being presented will be considered unlawful.
8. If it is impossible to secure a doctor or dentist appointment for after school hours or on a Saturday, and you find it necessary to have your child dismissed early, please follow this procedure:
 - a. Send a note to the office (**no phone calls please**) with your child stating where you are going and time of early dismissal. This should be received the day of the appointment. Students will be dismissed upon written parental request.
 - b. Come to the office for your child at the time requested. Upon the parent signing an early dismissal release form, the child will be released to go. **Students will not be released to parents by teachers. Students waiting for an early dismissal will be returned to class if not picked up within 10 minutes of the designated time.**
 - c. Any time your child has an appointment during school hours, a written doctor’s excuse **must** be given to the attendance secretary upon return to school. We do have physician excuse slips in the office or your doctor may supply his/her own “return to school” form.
 - d. In case of an **emergency** appointment, the child will be released to the parent when the request is made to the office.
 - e. Any student absent from school for the purpose of keeping a medical appointment must present a form signed by the attending medical professional upon returning to school. Failure to comply will mean that absences of this nature will be marked unlawful.
 - f. **No “routine” 3:00 pick-ups.** Due to safety concerns, no student will be permitted to be picked up from 2:50 – 3:15 p.m. or while there are buses in the parking lot.
 - g. Students will only be released to parents or designated adults through the office. Parents/guardians are not permitted to retrieve students during routine bus dismissal.
 - h. A parent or designated adult may be asked to show a photo ID when signing out a student. Please be prepared to show a valid form of ID if requested.
9. When your child is absent from school and you desire to obtain his/her homework, please follow these guidelines:
 - a. Students in kindergarten, grades one and two must be absent for **two (2) days** prior to you requesting homework.
 - b. Students in grades three, four, five and six must be absent for **one (1) day** prior to you requesting homework.
 - c. **Requests for homework should be made prior to 11:00 am.**
 - d. **Homework may be picked up by other students, parents, relatives, etc., after 3:15 p.m. at the school office.**
 - e. **Homework and/or make-up work is the responsibility of the student.** Please have your child check with his/her teacher about make-up work upon returning to school.
10. To achieve a certificate of **perfect attendance**, a student must have the following:
 - a. 0 days of absence
 - b. No tardy marks
 - c. No early dismissals

***Note: Final decision based on the discretion of the elementary principal.**
11. Students must be in attendance for 150 school days in order to be promoted to the next grade level. Exceptions may be made in case of chronic health conditions. The final decision will be determined by the elementary principal.

EDUCATIONAL TRIPS

1. If a trip during the school year is necessary, please contact the elementary office at least two weeks in advance to make the arrangements. Not receiving prior approval may result in the days being counted as unlawful.
2. A limit of 10 days per school year may be approved for educational trips. Days beyond 10 will be considered unexcused.
3. If your child(ren) is/are in Grades 3 through 6, then educational trips shall not be scheduled during the PSSA testing windows (refer to page 5).
4. If a student takes an approved educational trip, he/she is required to make up the work missed. This student is also responsible to make arrangements with all of his/her teachers for such make-up work.
5. Educational trip forms can be obtained in the elementary office or downloaded from the school website at www.ckelembulldogs.com.

ACADEMIC PROGRAM

ELEMENTARY TESTING PROGRAM

1. Grades Three through Six – The Pennsylvania System of School Assessment (PSSA) is given to all students in grades three, four, five, and six. All students in these grades will be tested in English/language arts and math.
2. Grade Four – The PSSA also provides a Science assessment on the grade 4 level.
3. Grades Two through Six – In addition, a district approved assessment will be administered in 3-4 separate segments. This assessment will be given in the classroom.

GRADING

1. Teachers must have documented evidence, where applicable, to support the grade given to a student. Examples may include grade book, test folder, project, etc.
2. Grades may be marked as adapted which means students required modification to meet their educational needs.
3. All make-up work needs to be completed before the end of the current marking period. **All incomplete work might be assessed as a “0” for grading purposes at the end of that marking period.** If an illness occurs at the conclusion of a marking period, an “incomplete” may be given for the marking period in that subject. The student then has a one week period after his/her return to school for make-ups. After that time, any incomplete assignments may be assessed as a “0”, and averaged with his/her other grades to compile the marking period grade.

PROMOTION AND/OR RETENTION

1. Students must satisfactorily complete the requirements for all subjects in order to be promoted to the next level. Each grade level has established a criteria for promotion based on the subject areas being taught.
2. Progress reports or similar information, in a variety of forms, may be sent to the home for any student who is not working to his/her potential.
3. Students may also be retained for developmental reasons.
4. The following are procedural steps necessary for the retention of a student.
 - a. Parent/teacher conferences will be on-going.
 - b. Records of final decision will be maintained.
 - c. January letters of concern for parent conferences for possible retention.
 - d. End of year Parent/Teacher conference.

PROMOTION GUIDELINES

1. In order to be promoted to 1st, 2nd, or 3rd grade, a student must:
 - a. Meet the literary standards established for that grade level.
 - b. Meet the numeracy standards established for that grade level.
 - c. It may also be recommended to retain a student based on delays in development and/or inability to handle responsibilities.
2. In order to be promoted to 4th grade, a student must:
 - a. Maintain a 70% or higher average in Reading.
 - b. Maintain a 70% or higher average in at least two of the following subjects: Math, Spelling, and English.

- c. Receive a “satisfactory” in two of the four following subjects: Health, Science, Social Studies, and Computer.
 - d. It may also be recommended to retain a student based on delays in development and/or inability to handle responsibilities.
3. In order to be promoted to 5th grade, a student must:
 - a. Maintain a 70% or higher average in Reading and Math.
 - b. Maintain a 70% or higher average in at least two of the following subjects: Spelling, English, Health, Science, and Social Studies.
 - c. It may also be recommended to retain a student based on delays in development and/or inability to handle responsibilities.
 4. In order to be promoted to 6th or 7th grade, a student must:
 - a. Maintain a 70% or higher average in Reading and Math.
 - b. Maintain a 70% or higher average in at least three of the following subjects: Spelling, English, Health, Science, and Social Studies.
 - c. It may also be recommended to retain a student based on delays in development and/or inability to handle responsibilities.

RECOGNITIONS

1. Students have the opportunity throughout the course of the school year to achieve academic recognition. They also have the opportunity to be recognized in other areas of achievement.
2. An Awards Program is presented at the end of each school year to honor the accomplishments of the students. This recognition may be obtained from a variety of different areas, not only academics.

CODE OF CONDUCT

GENERAL BEHAVIOR

Certain standards of behavior must be met by any group of people in order to work together. Students are expected to exercise **self-control** and conduct themselves in a way which contributes to the smooth running of the school community. The use of **common sense** provides a solid foundation for good conduct. There should be a feeling of mutual respect and responsibility between students, teachers, staff, and administration.

RESPECT FOR PROPERTY

Students are responsible for the proper care and use of books, supplies, equipment, and other property at the school. Any student who ruins or damages school property to any extent will be expected to pay for its repair or replacement. In order to maintain C-K Elementary School for many years to come, all members of the school community should be responsible for keeping the school clean. **Remember, it is your school.**

APPEARANCE

1. Students are to dress appropriately for school. All shirts/dresses must have full sleeves. See through shirts, muscle shirts, spaghetti straps, tank tops, tube tops, other revealing attire, as well as indecent, offensive, insulting, obscenely-inscribed attire, bare midriffs and bare feet are not allowed.
2. Shirts must be long enough to be tucked in and stay in when arms are raised above the head. Clothing apparel, book bags and jewelry which advertises or promotes drugs/alcohol, tobacco products, sexual messages, hate groups, gangs or racism are not permitted. **Shorts are not permitted to be worn from October 15 to April 15.** No short shorts, running shorts, pajama bottoms, boxer shorts or biker shorts are permitted to be worn as outer apparel. The hem of shorts, skirts, and skorts must fall with a maximum of 3” above knee cap. All undergarments must be covered at all times, including boxers and bra tops. Hats, headbands, bandannas, sunglasses, visors, and gloves shall not be worn inside the building.
3. Coats and jackets will not be worn during school unless heating problems occur. No chains will be worn on wallets or belts, nor are heavy chains permitted around the neck or on other parts of the body. Clothes, **including jeans** that are ripped, torn or have holes will not be worn to school. Clothing accessories that could be used as weapons are not permitted – example, spiked jewelry.
4. Earrings and body rings worn in locations other than the ear are not allowed.

5. Those students whose hair style/color results in the distraction of other individuals or disrupts, unsettles, or impedes the normal conditions of the school or classroom must correct the situation immediately. Examples of this are unnaturally colored hair, spiked hair, or spiked hair styles/mohawk/fauxhawk.
6. Shoes should be playground appropriate. No flip flops, clogs, strapless sandals, heeled shoes, or shoes with wheels are permitted on the playground or on school premises. Girls should not wear high heeled shoes to school due to safety concerns.
7. The Administrator in charge will make the final decision regarding violations of this dress code.

GENERAL SCHOOL RULES

These rules have been established to provide a safe, positive environment for your child. **Please review them with your child so both of you are familiar with them.**

1. Absolutely no fighting either at school or on the way to/from school. This includes pushing, shoving, tripping, kicking, etc. Verbal confrontations are also considered fighting.
2. Gum chewing is not permitted anywhere during the school day.
3. Students are to be quiet and polite in **all** areas of the school including classroom, hallways and cafeteria.
4. Respect, consideration, and politeness are to be shown to **all** school staff including principal, teachers, office staff, custodians, cafeteria workers, teacher aides, volunteers, substitute teachers, etc. as well as other students. Disrespectful language and/or gestures are prohibited.
5. Littering and defacing of the school property is not acceptable
6. No running or skipping in hallways or stairways, nor jumping up or down the steps.
7. The telephone in the office is for **emergencies only**.
8. Throwing snowballs and snow is prohibited.
9. No hats or gloves may be worn in the building except for school/class sponsored events or occasions.
10. No use and/or possession of **tobacco, alcohol, and/or drugs**. Violation will result in immediate consequence.
11. Contraband such as knives, guns, weapons, explosive devices, etc. are prohibited. Any look-a-likes or objects resembling contraband will also be considered a violation.
12. Stealing from any person in the building or on school district property is not acceptable.
13. Cheating in any form is not acceptable.
14. Ethnic intimidation will not be tolerated. No student(s) shall with malicious intent toward the race, color, religious, national origin of another individual or group of individuals, commit offenses involving danger, coercion, threats, harassment, intimidation, fear or harm to such person(s) or property. Referral to Civil Authorities for charges under the Ethnic Intimidation Act of 1982 shall be made when deemed necessary by school authorities.
15. Harassment is intolerable. No student should be subjected to unsolicited and unwelcome conduct either verbal or physical. Harassment includes but is not limited to slurs, jokes, or physical contact relating to an individual's race, color, religion, ancestry, sex, national origin, or disability.
16. No trading of any kind is permitted on school property. This includes, but is not limited to, sports and trading cards, matchbox cars, jewelry, and apparel. **Any object(s) found to be traded will be confiscated and sent to the office.**
17. Disruptive devices are items that can disrupt the usual educational processes, and use of these items is not permitted in school. All disruptive devices will be confiscated and sent to the office. Examples may include but are not limited to: MP3s, PS2s, iPods, noisemakers, electronic paging devices, cellular phones, laser pens, etc.
18. Public displays of affection are not acceptable at Claysburg-Kimmel Elementary. Violation will result in immediate consequence which may include suspension.

DISCIPLINE PROCEDURES

Grade level and grade appropriate discipline is used on a school-wide basis. The grade level discipline plans are outlined below and on the following pages for easy reference.

We understand that, at times, it can be confusing to know whom to contact for a discussion on particular issues. A chain of command simplifies this by clearly designating who to contact should one have a question or concern about a specific matter. Additionally, at times an individual may not be satisfied with the answer that is given and they need to talk to someone at the next level in order to better resolve the question or problem.

CHAIN OF COMMAND

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
Academics/Curriculum	Teacher	Principal	Superintendent	Board	
Attendance	Elem. Office	Principal	Superintendent	Board	
Cafeteria	Food Services	Principal	Superintendent	Board	
Discipline	Teacher	Principal	Superintendent	Board	
Facilities	Principal	Superintendent	Board		
Guidance	School Counselor	Principal	Superintendent	Board	
Instruction	Teacher	Principal	Superintendent	Board	
Special Education	Teacher	Principal	Spec. Educ. Supervisor	Superintendent	Board
Student Concern	Teacher	Principal	Superintendent	Board	
Transportation	Elem Office	Principal	Superintendent	Board	

What is shown above is a listing of issues that a parent or citizen may encounter and the position in our district that has responsibility for that area. One should **always** start with the individual or office responsible for the area at Level 1 before proceeding up the chain of command as it becomes necessary. We have also included a specific listing of personnel who work in the positions for your convenience.

Superintendent:	Dr. Hatten, Interim	239-5141 Ext. 1352
Principal:	Mr. Hall	239-5144 Ext. 2362
Principal's Secretary:	Mrs. Lackey	239-5144 Ext. 2360
Elem. Office:	Mrs. Smith	239-5144 Ext. 2364
Spec. Ed. Supervisor:	Mr. Helsel	239-5141 Ext. 1318
Elem. Counselor:	Mr. Bilchak	239-5144 Ext. 2156
Cafeteria:	Mrs. McCracken	239-5144 Ext. 2374

KINDERGARTEN, FIRST, AND SECOND GRADE

The teacher initially assesses the incident, and in most cases, the appropriate disciplinary action is conducted by the classroom teacher. The teacher will follow-up with a parent contact.

THIRD, FOURTH, FIFTH, AND SIXTH GRADE

The following reasons/behaviors could cause a student to lose all or a portion of his/her recess (30 minutes):

1. Not completing a homework assignment on time.
2. Talking or making noises during instruction time.
3. Running in the halls.
4. Being disrespectful to others.
5. Being disruptive or having unacceptable behavior(s)

NOTE: This list is not exclusive.

The inside recess teacher will record the loss of recess on a centrally located chart. The students will also complete a form and it will be filed. Parents will be notified of each incident.

After 5 offenses, the child will be sent to the office. The child will begin each marking period with a "clean slate".

Most incidences of misconduct will be handled by a classroom teacher. However, depending on the repeated occurrences or level of infraction, the student could be sent directly to the principal.

POSSIBLE DISCIPLINARY ACTIONS

1. Verbal Reprimand
2. Special Assignment
3. Withdrawal of Privileges (recess, assemblies/programs, parties, field/fun day, field trips, etc.)
4. Parent Notification and/or Parent Conference
5. Detention
6. In-School Suspension
7. Out-Of-School Suspension
8. Replacement of Damaged Property

The severity and frequency of the misbehavior will be a determining factor in the consequence for a student's actions. More severe misbehavior will be dealt with accordingly, and may result in immediate suspension, loss of privileges and/or notification of proper authorities. For continued misbehavior, the consequence of a student's actions will have a cumulative effect.

Communication between home and school is very important if a discipline policy is to be effective. Therefore, when a student is sent to the office for disciplinary reasons, two actions will be taken. First, the student/principal conference will be documented. Secondly, parent/guardian will be informed of the meeting and consequences imposed.

The following actions are clearly criminal and require administrative actions resulting in immediate removal from the school. The intervention of law enforcement agencies/authorities may ensue.

1. Possession, use, and/or transfer of weapons
2. Sale and/or transfer of unauthorized substances (drugs, alcohol, chemicals, etc.)
3. Major theft
4. Arson in or around school building or on school buses
5. Tampering with fire alarms and/or extinguisher
6. False fire alarms and/or bomb threats
7. Breaking and entering
8. Assault and battery
9. Vandalism
10. Any other criminal act committed at school or during school related activities
11. Explosive device (ex. ammo, fireworks, etc.)

BEFORE/AFTER-SCHOOL DETENTION

Before-School and After-School Detention may be assigned by the principal for a single disciplinary problem, tardy issues, or for multiple minor disciplinary offenses.

Parents are responsible for seeing that their child reports at the required time in the morning. Before school detention will be held from 8:00 am until 8:30 am. After-school detention will be held from 3:15 pm until 3:45 pm. Parents are responsible for transportation. A student's failure to report to detention or continued failure to report will result in other discipline measures being taken.

IN-SCHOOL SUSPENSION

This program is an alternative placement for certain infractions or the result of continued infractions. The purpose of this placement is for the student to make constructive use of his/her school day. He/she should also take some time to think about his/her behavior and ways that it can be improved.

While assigned to In-School Suspension, the student will be expected to make the most of the day, keeping up with all regular class assignments. The assignments will be provided by his/her teacher(s). Work may also be assigned by the In-School Suspension supervisor.

When in the In-School Suspension location, there are some strict rules that students are required to follow. Please read these rules carefully and students should come to the I.S.S. room fully prepared to work.

IN-SCHOOL SUSPENSION RULES

1. Students will report directly to the office after checking in at their homeroom.
2. Students must bring **all** books, pencils, and other materials needed to complete their assignments. He/she will **not** be permitted to go to the regular classroom during the day.
3. Assigned school work will be done on an individual basis. There is to be **no talking** to the other students in the area. The student will not be permitted to sleep. He/she will not be permitted to draw, unless this is part of the assignment.
4. Assigned school work will be returned to the appropriate teacher(s) by the student.
5. No food or drink, except breakfast and/or lunch are permitted in the room.
6. Use of the bathroom will be with the permission and supervision of the In-School Suspension supervisor. The visits are to be limited to one visit during the morning and afternoon, unless extenuating health problems are involved.
7. Health needs will be handled on an individual basis by the supervisor and the school nurse.
8. If a student breaks any of the in-school suspension rules or refuses to work on his/her assignments, further disciplinary action will be taken and the day will not count as complete.
9. **A student who has been suspended in-school will NOT be permitted to participate or attend any after school activities on the day of suspension.**
10. If a student is absent on the day(s) he/she is assigned to either before-school detention, after school detention, or in-school suspension, the day(s) will be served on the first day he/she returns to school.

OUT-OF-SCHOOL SUSPENSION

When In-School Suspension has failed to change student behavior, or when an action clearly is so serious that the student must be removed from the school setting. Out-of-School Suspension will be used.

BULLYING/CYBERBULLYING POLICY

PURPOSE

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

DEFINITIONS

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. Cyberbullying means an intentional act or a series of acts through the utilization of computers, the internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.
4. Examples of cyberbullying include sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (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 subject to appropriate disciplinary consequences as specified herein.

Bullying consists of a pattern of harmful behavior by a person toward another person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person.

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

AUTHORITY

1. The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to teachers, the building principal or other adults.
2. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.
3. To the greatest extent possible, all complaints shall be treated as confidential, consistent with the District's legal and investigative obligations.

DELEGATION OF RESPONSIBILITY

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

1. The Superintendent or designee shall develop administrative regulation to implement this policy.
2. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students at an assembly or by other means.
3. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.
4. District administration shall annually provide the following information with the Safe School Report:
 - a. Board's Bullying Policy
 - b. Report of bullying incidents
 - c. Information on the development and implementation of any bullying prevention, intervention, or education programs
5. This policy shall be:
 - a. Accessible in every classroom
 - b. Posted in a prominent location within each school building
 - c. Posted on the district website
 - d. Published and disseminated in handbook

EDUCATION

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

INVESTIGATION PROCEDURES

1. A student shall report a complaint of bullying or cyberbullying, orally or in writing, to the teachers, building administrator, or counselor.
2. The building administrator will investigate the alleged conduct that occurred.
3. The building administrator or designee may ask assistance from other district employees in the investigation process.
4. The building principal or designee shall document in writing, the complaint received, the results of the investigation, and shall ensure that corrective action is taken when allegations are verified, to ensure that the conduct ceases. Any/all corrective actions take shall likewise be documented in writing.
5. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Any student who retaliates against another for reporting or assisting in an investigation of a report may be subject to disciplinary action.

DISTRICT ACTION

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

1. Counseling within the school
2. Parental Conference
3. Loss of School Privileges
4. Transfer to another classroom, or school bus, within the school district
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension

8. Expulsion
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials

REFERENCES

School Code – 24 P.S. Sec. 1302-A, 1303.1-A
 State Board of Education Regulations – 22 PA Code Sec. 12.3
 Board Policy – 000,218,233,236,248

CHARACTER COUNTS PROGRAM

The Claysburg-Kimmel Elementary School is proud to utilize our character education program, referred to as “Character Counts”. Character Counts is a school-wide initiative aimed at increasing acts of positive character throughout our school, students’ homes, and community, while decreasing peer conflicts and behavior referrals. Students have the opportunity to be recognized by their teachers and other school staff for demonstrating any of the six character traits upon which our program is based: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Students are awarded “Bulldog Bucks” when their words and actions exemplify our character traits.

We will be emphasizing and focusing on particular character traits throughout the year. Regardless of our monthly focus, students can be recognized for any of the character traits at any time. Students will participate in a classroom guidance lesson led by our school counselor that is geared toward further understanding of each particular trait during the focus periods. We will also be having “Color Days” during the focus periods to celebrate each character trait. During Color Days, students are asked to wear as much of the specific color as they can to show their support for Character Counts.

ELEMENTARY HOMEWORK GUIDELINES

DEFINITION

1. Homework is defined as tasks assigned to students by teachers that are meant to be carried out during non-school hours. It is intended to be a meaningful experience that prepares students for lessons, practices basic skills, and reinforces concepts taught in class.
2. Homework assignments are created based upon the intended purpose of the teacher. Examples of elementary assignments include: unfinished class work, drill and practice exercises (spelling & vocabulary words, math facts, and computation), preparation for tests, research activities and reports, reading and writing assignments, data collection, hands on projects, and extra credit activities.

TIME

Homework will increase gradually in amount, variety, and frequency as students progress from grade to grade. The following time allotment guide is recommended for students to devote to homework each night. It is important to note, these are suggested on task times:

<u>Level</u>	<u>Per Evening</u>
Kindergarten	15 Minutes
1 st Grade	15 Minutes
2 nd Grade	20 Minutes
3 rd Grade	30 Minutes
4 th Grade	40 Minutes
5 th Grade	50 Minutes
6 th Grade	60 Minutes

***PLEASE NOTE:** Each student is expected to spend at least 20 minutes reading per evening. Research has proven that students who spend time reading perform better academically.

Students are encouraged to use the weekends and vacations for long-term assignments and daily reading. These guidelines are developed based upon the average student at each grade level. Individual abilities, study skills and time management practices will determine the length of time a student will actually spend on any given task.

RESPONSIBILITIES

Student success with homework depends upon the cooperative efforts of students, parents/guardians, teachers, and administrators.

STUDENT RESPONSIBILITIES

1. Use the assignment book to keep a record of all assignments, test, and other responsibilities. Collect the necessary materials needed to complete the assignments.
2. Ask questions and seek help from the teachers if confused about the assignment or any part of the work.
3. Be responsible for completing and returning all assignments on time to the teacher. This includes making up homework when absent. Follow all expected standards of quality concerning heading, neatness, content, and directions.
4. Budget time wisely and share time plans with parents/guardians, especially on long range assignments.
5. Study in a quiet place with few interruptions and distractions that limit focus.
6. Read nightly for 20 minutes and complete your read and respond form.
7. When absent, ask your teacher for any missed work/assignments.

PARENT/GUARDIAN RESPONSIBILITIES

1. Assist children in setting up a regularly scheduled homework time at a reasonable hour each day. See that he/she meets that daily commitment. Allow sufficient time for homework even though children may be involved in family and community activities (sports, scouts, dance, arts, etc.)
2. Check the assignment notebook daily and encourage completion of all homework. Please remember the homework is the child's responsibility. Parents should not do the work for the children but should encourage accountability and monitor student efforts to show support. This applies to daily and long-range assignments and projects.
3. Encourage children to have an organized approach to homework by providing all needed materials.
4. If a problem arises over homework time, difficulty or completion due to extenuating circumstances, contact the child's teacher.
5. Monitor your child's academic progress regularly and contact teachers with questions.
6. Read/listen to your child reading nightly.

TEACHER RESPONSIBILITIES

1. Be sure all assignments are created with a clear purpose that supports the learning objective(s). All assignments should be posted clearly with learning objective standards.
2. Coordinate assignments and tests with other teachers to avoid student overload.
3. Modify assignments to meet student needs as necessary.
4. Prepare students to do the assignments (explain all tasks and directions).
5. Give meaningful homework and provide students with prompt feedback on their assignments.
6. Take into account participation in school-wide events, community activities, religious holidays, etc. when giving assignments.
7. Inform parents/guardians in writing of long-term assignments and expected timelines for completion.
8. Teach and encourage students to use an assignment book and check it regularly to insure effective use.
9. If a problem arises over homework quality or completion, contact parents/guardians by making a telephone call or sending an email. Follow up if a response isn't received.
10. Set up a system for addressing late or incomplete assignments and communicate it clearly in written form to students and parents/guardians at the beginning of the school year.

ADMINISTRATOR RESPONSIBILITIES

1. To assist in the dissemination and implementation of the Elementary Homework Guidelines to all teachers, parents, guardians, and students.
2. To help to explain, clarify, and interpret all parts of the guidelines and to assist in the mediation of disputes regarding homework practices.

HEALTH SERVICES

SCHOOL NURSE

The school nurse works only part-time in the elementary school because she is also responsible for the health services at the high school. In her absence, her assistant will be providing health services. Their chief services to the school are:

1. Work with the doctor at the time of physical examinations.
2. Keep individual records.
3. Conduct classroom inspections for the protection of all pupils.
4. Check with children needing special attention.
5. Consult with principal, teachers, and parents concerning children's welfare.
6. Care for sick children and administer first aid to those involved in accidents on the school grounds.
7. Check individual pupils using audio and visual screening.
8. Cooperate with agencies for the benefit of pupils in need of special services.
9. Help teachers teach health, if necessary.
10. Conduct educational classes, seminars, etc. with students in health related areas.

MANDATED EXAMINATIONS

These are required in certain grades and may be provided by your own private physician and dentist, or by school doctors. Anyone not submitting private forms will automatically be scheduled for school screenings.

1. Physical Examination..... Kindergarten, Grades 6 and 11
2. Dental Examination Kindergarten, Grades 3 and 7
3. Hearing Examination Kindergarten, Grades 1,2,3,7 and 11
4. Height, Weight, and Vision..... All Students (yearly)
5. ScoliosisGrades 6 and 7

IMMUNIZATIONS

Pennsylvania State Law states that "**ALL children entering school must have proof of having the following required immunizations**": (4) doses of tetanus, diphtheria, and acellular pertussis,(1 dose on or after the 4th birthday), (4) doses of polio with the 4th dose on or after the 4th birthday and at least 6 months after the previous dose was given, (2) doses of measles, mumps, rubella, (MMR), (3) doses of hepatitis B appropriately spaced and (2) doses of varicella (chickenpox) or evidence of immunity.

MEDICATIONS

All medications to be given in school are to arrive in a properly labeled **prescription bottle** accompanied by a doctor's order and a signed "consent for administration" form by the parent. This form can be obtained in the office. Unlabeled over-the-counter medication will not be administered.

EMERGENCY INFORMATION

All emergency information should list two contact persons who have transportation. We will attempt to contact the parent first. **Please keep the information current.**

SPECIAL HEALTH PROBLEM

Contact the nurse directly if your child has a special problem or health concern.

SPECIAL SERVICES

2017 – 2018 ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS SERVICES FOR GIFTED STUDENTS AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The Claysburg-Kimmel Area School District is required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- *Autism
- *Emotional disturbance
- *Deafness
- *Hearing impairment
- *Specific learning disability
- *Intellectual disability
- *Multiple Disabilities
- *Other health impairment
- *Orthopedic Impairment due to chronic or acute health problems
- *Speech and language impairment
- *Visual impairment including blindness
- *Deaf-blindness
- *Traumatic Brain Injury
- *Developmental Delay

EARLY INTERVENTION

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the Claysburg-Kimmel Area School District's age of beginners, i.e. age 5, who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning**

signs-at any age: Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space—always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

SCREENING

The Claysburg-Kimmel Area School District has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities.

The Claysburg-Kimmel Area School District has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. **Parents, guardians or surrogate parents may contact the Claysburg-Kimmel Area School District or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** The contact person for the Claysburg-Kimmel Area School District is Mr. Brian Helsel, Director of Special Education. His contact information can be found at the end of this document.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

EVALUATION

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

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to Mr. Brian Helsel. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

EDUCATIONAL PLACEMENT

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- * Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- * Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- * Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Students who are not eligible to receive special education programs and services may qualify as “protected handicapped” students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that “protected handicapped” students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped” students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact, Mr. Brian Helsel.

CONFIDENTIALITY

The Claysburg-Kimmel Area School District protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.
3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.
 - a. Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.
 - b. Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.
4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational

agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - a. Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.
 - b. Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.
6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.
7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

MORE OF COMMUNICATION

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

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

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*

1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania. The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education
 Bureau of Special Education
 Division of Compliance
 333 Market Street
 Harrisburg, PA 17126-0333

*NOTE: This information can be found on our district web-site at...

http://www.cksdbulldogs.com/departments/special_education/parent_information/

SPECIAL EDUCATION CONTACT

Claysburg-Kimmel School District

Mr. Brian Helsel
 531 Bedford Street
 Claysburg, PA 16625
 814-239-5141, ext. 1320

GUIDANCE

As an important part of the elementary school experience, an elementary guidance counselor is working in your child's school. Guidance is seen as an ongoing process of services designed to prevent small problems from growing into larger ones. The guidance counselor has regularly scheduled time to spend in each of the classrooms. These classroom lessons address a variety of guidance areas such as making friends, cooperation, feelings, and career awareness. Sometimes the guidance counselor works directly with children, but often she will work through parents and/or teachers to help an individual child.

SPEECH THERAPIST

The speech therapist:

1. Selects children who need speech services
2. Teaches these children individually or in small groups
3. Explains children's speech problems to the teachers and parents
4. Makes suggestions to parents and teachers for helping children
5. Refers a parent and child to other sources for diagnosis and/or treatment when it is necessary
6. Checks the speech of each child during their elementary school years

HEARING THERAPIST

Students with hearing problems are tutored as needed and support is provided for parents and classroom teachers.

PHYSICAL AND OCCUPATIONAL THERAPY

Through a contracted service, services are provided to students in the Claysburg-Kimmel School District who are in need of therapy. The therapist also provides support for parents and the classroom teacher.

PSYCHOLOGICAL TESTING AND CONSULTANT

These services are available to those students who are referred through the student review process, or by parent request.

ELEMENTARY STUDENT ASSISTANCE PROGRAM (ESAP)

The Elementary Assistance Program (ESAP) in Pennsylvania helps schools identify students who are experiencing behavior and/or academic difficulties, which pose a barrier to their learning and success in school. ESAP offers support to those students and their families. The core of the student assistance program is a team of school employees who has received specialized training from the Commonwealth of Pennsylvania Approved ESAP Training Providers. This team may include teachers, nurses, counselors and administrators, and is often called the "core team" or the "SAP" team". Representatives from community agencies might also meet with the team as consultants.

HOMEBOUND INSTRUCTION

Any child who will be out of school for a period of six weeks or more is eligible for homebound instruction. A doctor's order must be provided. A child will receive twenty hours per month of instruction.

PARENT-TEACHER ORGANIZATION (PTO)

The C-K Elementary P.T.O. is an active group of parents that provide support for parents, teachers, and students. They sponsor programs throughout the year for students and conduct fundraisers to help finance field trips as well as many other extras.

The P.T.O. will hold their meetings the second Tuesday of the month at 6:30 p.m. in the elementary library.

P.T.O. officers:

President.....Autumn Douglas
 Vice President..... Michelle Black
 Secretary.....Lisa Auty
 Treasurer.....Stacey Claycomb

CAFETERIA SERVICES

REGULAR, FREE, AND REDUCED RATE FOR BREAKFAST & LUNCH

Your child should bring home an application for free/reduced school meals the first week of school. Please return **one application per family**. **This application should be returned to school within the first two weeks of the new school year.** If your application qualifies for the free/reduced food program, your child should follow this procedure:

1. All students, regardless of financial status, has been assigned a student ID number. This number is used for purchases in the cafeteria. All approved "free lunch" students will simply key this number into the keypad provided in the lunch room.
2. All approved "reduced lunch" students must deposit the assigned reduced rate into their lunch account. This deposit can be made by placing their money in the designated envelope and dropping that envelope into the mailbox provided outside the cafeteria doors. This deposit can be made daily between 8:25 and 8:50 a.m. At their designated lunch time, they will key their assigned ID number into the keypad provided and the reduced rate will be charged to the account.
3. A student may deposit money into his/her account on a daily basis, however, weekly or even larger deposits are encouraged. This eliminates the chance of your child forgetting or losing his/her money on a daily basis. **PLEASE MAKE SURE YOUR CHILD'S NAME, CLASSROOM, AND DESIGNATED AREA FOR THE MONEY TO BE PLACED IS NOTED SOMEWHERE ON THE ENVELOPE.**
4. Please keep your child's lunch account current. If your child's account becomes **\$10.00 or more in arrears**, you child will be given an alternative lunch until the debt is reconciled. Your child's report card will be held and admittance to parent portal will be suspended so you will not have access to your child's grades until the debt is resolved.
5. Students may pack their lunches whenever they choose; however, some restrictions do apply. **No canned soda or red drinks are permitted.** Also, students may be limited in drink options depending on abuse of said items. If it becomes necessary to bring your child a lunch from a local business, for example Sheetz or Martins, due to federal funding regulations, that food needs to be packed in your child's lunch box or lunch bag.
6. All account/cafeteria questions should be directed to Mrs. Courtney McCracken at 239-5144, ext. 2374.

PRICES

Breakfast Prices:

- a. Regular.....\$1.25
- b. Reduced.....\$0.30
- c. Free.....\$0.00

Lunch Prices:

- a. Regular.....\$2.00
- b. Reduced.....\$0.40
- c. Free.....\$0.00

TRANSPORTATION SERVICES

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!

BUS CHANGES

Due to safety concerns, we will no longer allow students to ride home on buses other than those assigned to a student at the beginning of the school year. Your child may ride to and from their own home or the home of a designated caretaker.

1. Your child's designated bus stop is either at your home residence, or at the address of your childcare provider established through the mutual agreement of parents/guardians and the elementary school office. Arrangements for alternative bus transportation must be made by **September 8th**.
2. If your child needs to change his/her regular bus to and from school due to a change of residence, please notify the school office **in person**. We will then make the necessary change on our transportation roster and notify the homeroom teacher and bus driver/contractor.
3. If you find it necessary for your child to go to someone else's home on a particular day. Please make arrangements for your child to be picked up at his/her bus stop and privately transported.
4. **Please do not send notes or call for bus changes.** We no longer can honor requests made in that manner.

BUS GUIDELINES

There will be designated bus stops. Your child **must be at the designated stop when the bus arrives** or he/she will not ride the bus and you will need to transport your child.

BUS RESTRICTIONS

1. There will be no food or drink on the bus during the normal transport to and from school. Students are not permitted to finish their lunch on the bus ride home.
2. Students in grades K – 2 **must** sit in the front half of the bus at all times.

BUS DISCIPLINE

The same rule governing students in school also apply while students are on the school buses. **Riding to school on the bus is a privilege that may be revoked;** therefore, the Claysburg-Kimmel School Board has enacted the following policy:

1. Students are to be informed by the driver that they must refrain from:
 - a. Use of foul language
 - b. Smoking
 - c. Any action that may result in physical harm or property damage of anyone on the bus
 - d. Any action causing damage to bus property
2. The driver is therefore directed to carry out the above rules by observing actions of students. If the behavior problem persists, the driver will complete a “bus discipline” referral.
 - a. The principal will have a conference with the student.
 - b. The principal will call the parent to discuss the referral.
 - c. The following discipline may occur. Bus riding privileges may be revoked, detention given, or removal of other privileges.
 - d. The bus company, school district and parents will work together to eliminate future problems.
 - e. Days absent because of transportation suspension will be considered illegal or unlawful.
 - f. All students must treat each other kindly and with respect. Failure to do so will result in disciplinary action.

ALTERNATIVE TRANSPORTATION

If you are transporting your child to and from school, please use the following procedures. **These procedures are in place for the safety and security of the students.**

1. No parent or guardian will be permitted beyond the office area when children are in the building.
2. In the afternoon, students who have their own transportation will be dismissed after the busses depart. You will need to follow the procedures:
 - a. Send a note to school requesting to pick up your child.
 - b. Line up in the teacher’s parking lot by dismissal time.
 - c. Follow the flow of traffic to the front of the building. Your child will be delivered to the car.
 - d. Please stay in line to exit the property.
3. Walkers will be held at the school until a designated adult comes to the dismissal area in front of the elementary school to meet that student. For safety reasons, no student will be permitted to walk off school property unaccompanied by an adult.

EARLY DISMISSAL/EMERGENCY DISMISSAL PLAN

In the event of an early dismissal from school, the Claysburg-Kimmel School District will inform local radio and television stations and post to the school website as soon as the decision to dismiss is made. Parents are advised to keep in touch with local media outlets instead of calling the school. **THEREFORE, ALL PARENTS ARE REQUESTED TO HAVE A PLAN FOR THEIR CHILD IN THE EVENT OF AN EARLY DISMISSAL, ESPECIALLY IF THE PARENTS ARE NOT AT HOME.** Please remember it is very important for you to go over this plan with your child to be sure that he/she will be comfortable with this plan if an early dismissal should happen. It is also recommended that you review this plan periodically, especially if inclement weather is being forecast for our area.

FIELD TRIPS

Each grade level will be attending a school-sponsored, educational field trip at some point during the school year. Field trips are funded primarily by the PTO and their fund-raising efforts. Students are asked to bring a small amount to help offset the cost of those trips. Each grade level goes on a trip to a different location with a different cost amount and different set of guidelines. These costs and guidelines are listed at the top of the permission slip which is sent home for parental signature.

All school rules and regulations apply while on any field trip or outing, including proper dress. Field trips are a privilege and may be withheld at the discretion of the elementary principal and/or administrative team.

All trips are chaperoned by our faculty and on occasion, parent chaperones. Parent chaperones are not permitted on any field trip without security clearances and prior approval from the elementary principal.

EMERGENCY PLAN

If an emergency arises during the school day when students are in the building, the emergency plan will be implemented.

1. The faculty, staff, and emergency personnel will do whatever is deemed necessary to ensure the physical and emotional safety of the students within the building.
2. At the appropriate time, an emergency message will be disseminated to inform parents and community members via the emergency alert system.
3. **Please do not call the school office** as this will tie up the phone lines which are needed to address the emergency situation.
4. **Please do not drive to the school.** This will only cause congestion and you will not be able to enter the building nor will students be permitted to leave the shelter of the building.
5. Please await instructions via the emergency alert system. We will keep you informed as the situation is resolved using that method of communication.

I have read and discussed with my child the contents of the Parent/Student Handbook.

Parent/Guardian Signature: _____

Student Signature: _____

Homeroom _____ Teacher _____

Date _____

Please return this card to the elementary building principal at your earliest convenience.

By signing below, I am giving permission for my child's picture to appear on the school website. If I do not wish my child's picture to appear on the school website, I will give the school written notification within 10 days.

Parent/Guardian Signature: _____

CLAYSBURG-KIMMEL SCHOOL DISTRICT STUDENT INTERNET & COMPUTER USE AGREEMENT

Please read this document carefully before signing.

The following usage rules and guidelines apply:

1. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. The person's name on the account is responsible at all times for its proper use. Students are not permitted to use another's login ID or password.
2. Students should not copy other people's work or intrude into other people's files, work, or folders.
3. Hardware or software shall not be destroyed, modified, or abused in any way. Destruction of computer software, hardware, printers, or other lab equipment is prohibited.
4. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited.
5. Harassment, threats, intimidation and other behaviors contrary to the educational goals of the Claysburg-Kimmel School District are prohibited on the network.
6. The illegal installation of copyrighted software, shareware, or games for use on the district computers is prohibited.
7. Use of the network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network (LAN) is prohibited.
8. Students may not attempt to circumvent, disable or otherwise render ineffective the technology protection measures used by the district. Students are prohibited from using any means to bypass filters or security including proxy servers.
9. Accessing, producing, posting, sending, printing, or displaying material that is offensive by nature is prohibited. This includes obscene, discriminating, profane, lewd, vulgar, violent, inflammatory, threatening, disrespectful, or sexually suggestive language or images. Should students encounter such material by accident, they should report it to their teacher immediately.
10. Listening to music CDs at any time is not permitted in the school (SEE STUDENT HANDBOOK). Also, students are not permitted to listen to music from Internet sites or mp3 players.
11. Do not spread computer viruses, including deliberate attempts to degrade or disrupt the system or network performance, to include "hacking" of any system outside the network or other unlawful activities online is strictly prohibited. Such attempts will be viewed as criminal activity under applicable state and federal law.
12. Reading or sending e-mail and/or using instant messenger are prohibited.
13. Posting information that could be disruptive, offensive, cause damage, or endanger students or staff will not be tolerated.
14. Notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
15. The administrator has the right to make any adjustments or changes to the consequences as he/she deems necessary.
16. Students without a signed agreement form will not be permitted to use computers.

The Claysburg-Kimmel School District reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

Please sign and return this page to the student's homeroom teacher by Friday, September 9 to verify receiving and reading the information contained within the student/parent handbook. Students will not be eligible for any extra-curricular activities until this page is signed and returned to school. If you have any questions pertaining to any section of this handbook, please call the principal at 239-5144.

I understand and will abide by the above Student Internet & Computer Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense.

USER SIGNATURE: _____ GRADE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

