

This handbook contains information that is relevant for all students who attend Central Columbia High School. Students should refer to this handbook to learn more about topics such as: bell schedules, college courses, dress code, grading, iPads, parking passes, study halls, and work experience.

# Central Columbia High School

2020-2021 Student Handbook

Central Columbia School District

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*Updated August 17, 2020*

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**1. ABSENCES FROM CLASS**

Students should be out of class as seldom as possible. Passes should be issued only when necessary for one of the following reasons:

- The student has been instructed to report to the main office, to the guidance office, or to the nurse.
- The student has been sent by the teacher to the library or other educational facility for reasons closely related to his/her work.
- The student experiences an emergency, such as sickness or injury. Students who “cut” a class will be charged with one hour’s illegal absence.
- The student is expected to have a hall pass when in the hall during class time. Students should not be excused to the gym, locker room, band room, chorus room, or shop areas from any class or study hall unless they have a pass from one of the teachers for these locations.

**2. ACCIDENT INSURANCE**

Student accident insurance shall be made available annually to all students of the Central Columbia School District. The insurance program shall be on a volunteer basis and the premium shall be assumed by the respective parent or guardian.

Certain student activities require student participants to be enrolled in the insurance program as indicated below:

- Interscholastic athletic programs
- Intramural athletic programs
- Marching bands
- School patrols
- Cheerleaders
- Activities groups making overnight trips or excursions
- Any other activities groups engaged in projects which would be judged

**3. ADMINISTRATION & OFFICE STAFF**

Mr. Adam Comstock -----Principal  
 Mr. Chris Snyder----- Assistant Principal  
 Mr. Kevin Morgan-----Co-Curricular Director  
 Mr. Jason Jarinko ----- Assistant Co-Curricular Director  
 Ms. Cindy Kocan ----- Secretary to the Principal  
 Mrs. Karen Temple-----Guidance Secretary  
 Mrs. Jo Ann Johnson----- Attendance/Receptionist/Athletic Secretary

**4. ADMISSION**

Admission to the Central Columbia School District shall be considered complete upon satisfaction of the criteria listed below:

- Father, mother, or guardian maintains permanent legal residence within school district.
- Student has not completed the prescribed course for graduation from high school.
- Receipt of transcript and other student records for a student whose parent or guardian is a resident of the district.

## **5. ALMA MATER**

*Down along the Susquehanna  
In a field so wide,  
Stands our school, our alma mater,  
Viewed by us with pride,*

*Central High School, Central High School  
Honor to her name.  
In her stately halls of learning  
May we strive for fame.*

*From her textbooks and her teachers  
Many truths we learn.  
May we use them in our lifetime  
Ever our pathways turn.*

*Ever onward, Central High School,  
Ever changing be.  
For we reverence every memory  
Which we have of thee.*

## **6. ASSEMBLY PROGRAMS**

Assemblies are a regularly scheduled part of the school curriculum and are designed to be educational as well as entertaining experiences. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, stomping of feet and booing are discourteous. Yelling is appropriate only at pep rallies.

These guidelines should be followed:

- Do not take books or coats to assembly programs unless instructed otherwise.
- Proceed to the assembly area quietly and promptly. Find your seat quickly.
- When the person in charge of the assembly calls for attention, all talking should cease immediately.

## **7. ATHLETIC CODE**

PIAA rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members, and to enforce school and PIAA regulations in these matters.

Any civil law infraction or conduct by a student athlete occurring during that season that is determined by the head coach and school administration to be detrimental to the athletic program or school will result in counseling by the head coach and a school administrator with possible suspension from the team.

No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of both coaches.

Athletes must travel to and from contests, away from Central Columbia, in transportation provided by the school. The only exceptions are: injury to a participant which would require alternate transportation.

It should be clearly understood that the same standard of behavior and discipline for the regular students shall also apply to the student-athlete and any violation of school rules may result in forfeiture of the privilege to participate on a Central Columbia athletic team.

If a member of an athletic team has an obligation for issued athletic equipment, they may not participate during the next sports season or any future season until all athletic obligations have been cleared.

Completion of the sports season, including post-season playoffs is required in order for the student to be eligible for winter team or individual awards. (Exception: injury which limits participation)

The athletics department of the Central Columbia School District does not condone in any way the possession and/or use of illegal drugs, alcohol, or controlled substances, (amphetamines, steroids, etc.) In addition to the legal problems and personal dangers involved, such actions are counterproductive to our athletic goals and purposes.

Reasonable proof of a first offense during a season will result in a minimum two (2)-game suspension (one (1)-game suspension for football since the regular season involves significantly fewer games than other sports). Attendance at practice is required, unless excused or suspended from school. A longer suspension may result depending upon the severity of the offense involved. In addition, the offender will be referred to the district's Student Assistance Program. Failure to cooperate and follow the recommendations of this program or a second offense will result in automatic dismissal from the squad for that season. Any player dismissed or suspended from a team for violation of this policy will be denied the privilege of participation on any other team during that season.

Use of tobacco or any other substance harmful to the athlete's person or which will not permit the athlete to perform at his/her highest level of potential is strongly discouraged and may be deemed a punishable offense by his or her coach. In all cases, if a coach has reasonable proof of such use by an athlete, the coach will refer him/her to the Student Assistance Program.

If any member of the athletics staff has reasonable proof that a student who intends to participate in a sport has recently used illegal drugs, alcohol, or controlled substances while not currently participating in a particular sport, the co-curricular director or his designee will notify the parent(s) or guardian(s) of the athlete and recommend that the latter be evaluated by the district's Student Assistance Program.

All proposed penalties or referrals regarding the above policy must be reviewed and approved by the building, principal involved prior to implementation.

#### *SCHOOL ATTENDANCE REQUIREMENTS*

A student must be in school before the end of the first period in order to participate in an athletic contest/practice that day. An exception will be made if the student has an approved appointment or an emergency situation; in which case, the student must present a signed statement from the doctor, parent/guardian, etc.

A student must be in attendance in at least four (4) of their class periods to be eligible for participation.

Before any suspension provided for under these rules shall take effect, the student shall be verbally advised by the head coach of the alleged violation, and the student will have an opportunity to explain or justify the action. If, after such conference, the head coach is satisfied that a suspension from the team is justified, the student shall be notified. The rules and regulations in this code shall apply to any violations, on and off school premises during the season of participation. Additional rules or regulations from the head coach must be approved by the principal and co-curricular director prior to the season.

## 8. ATTENDANCE

Any child who has attained the age of eight (8) years prior to February 1 of any school year or who has entered school at an earlier age and who has not yet attained the age of 17 years shall be required to attend school regularly during the entire school year.

Regular attendance shall be defined as attending school for the full day on each day during which school is in session. Students are to attend all sessions unless properly excused by school authorities.

Regular attendance is one of the most important factors for a successful high school education, and attendance in class has a stronger impact on academic achievement than any other factor. Attendance at school is required by the Pennsylvania School Code until the student reaches the age of seventeen. Attendance becomes a part of the permanent school record and is referred to when recommendations are given to prospective employers.

The usual reasons constituting a legally excused absence:

- Personal illness
- Death in the immediate family
- Quarantine
- Religious holidays
- Natural disaster or severe weather conditions
- Educational trips (requires prior approval of the administration)

When a student is to be absent from school a parent/guardian shall call between 7:15 and 9:00 a.m. on the day of the absence and inform the school of the reason for the absence. The parent/guardian must follow up that phone call by submitting a written excuse to the main office. When a student is absent and a parent/guardian does not notify the school by telephone, the absence will be recorded as unlawful or unexcused unless a written excuse signed by the parent/guardian is submitted within 3 days upon the student's return to school. State law permits school officials to require a physician's statement for the extended absences or excessive absences due to illness. Attendance in the first period class is necessary to participate in extra-curricular and co-curricular activities for that day.

The PA Department of Education has requested schools to monitor absenteeism with greater scrutiny. PDE has defined chronic absenteeism to include any student who is absent for 18 days or more in the school year, regardless of cause. PDE further defines a school day as one where the student receives 4 or more hours of classroom instruction.

Excused days for approved educational trips are limited to 5 days per school year for any student. Approval of educational trip requests will be based on the student's academic, attendance and disciplinary standing, as well as the trip justification and timeliness of the request. All requests shall be submitted at least two weeks before the requested trip date using the form available under the Parent tab of our school's website. Students are responsible for communicating with their teachers in advance of any excused trip to coordinate the completion of any schoolwork that will be assigned during their absence.

A maximum of 10 excused absences, verified by parental notification, will be allowed during any school year. For all absences beyond those 10 days, an excuse from a physician is mandated in order for an absence to be considered lawful. Physician excuses must include the date and time of the student's visit to their office. This attendance policy complies with Pennsylvania's compulsory attendance laws.

Students who are absent from school for 10 consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the absence is legal or compulsory attendance prosecution is being pursued.

A child is “truant” if the child has incurred three or more school days of unexcused absences during the current school year. A child is “habitually truant” if the child has incurred six or more school days of unexcused absences during the current year.

Habitual truancy negatively impacts a child’s school performance and statistically increases the likelihood of juvenile delinquency. Parents will be notified, in writing, within 10 school days after the child’s third unexcused absence. If the child continues to incur additional unexcused absences after this written notice, we will schedule a Student Attendance Improvement Conference (SAIC) with the student and parent. The outcome of the SAIC will be documented in a written school attendance improvement plan.

A person convicted of a violation of compulsory attendance laws may be sentenced to pay a fine, to perform community service, or required to complete an appropriate course or program designed to improve school attendance. These penalties increase per offense, starting at a maximum of \$300 and capping at a maximum of \$750.

Central Columbia School District educates all students for success. Truancy is a barrier to the achievement of that goal.





**Advisory/Activity Period Schedule: \*\*\*Will not be used 20-21 School Year\*\*\***

(1)				(2)				(3)			
Period	Start	End	Min.	Period	Start	End	Min.	Period	Start	End	Min.
ann.	7:45	7:48	3	ann.	7:45	7:48	3	ann.	7:45	7:48	3
Activity	7:48	8:23	35	Activity	7:48	8:23	35	Activity	7:48	8:23	35
1	8:26	9:02	36	1	8:26	9:02	36	1	8:26	9:02	36
2	9:05	9:41	36	2	9:05	9:41	36	2	9:05	9:41	36
3	9:44	10:20	36	3	9:44	10:20	36	3	9:44	10:20	36
4	10:23	10:59	36	4	10:23	10:59	36	4	10:23	10:59	36
Lunch 1	11:02	11:30	28	A5	11:02	11:38	36	A5	11:02	11:38	36
5B	11:33	12:09	36	Lunch 2	11:41	12:09	28	6B	11:41	12:17	36
6C	12:12	12:48	36	6C	12:12	12:48	36	Lunch 3	12:20	12:48	28
7	12:51	1:27	36	7	12:51	1:27	36	7	12:51	1:27	36
8	1:30	2:06	36	8	1:30	2:06	36	8	1:30	2:06	36
Advisory	2:09	2:45	36	Advisory	2:09	2:45	36	Advisory	2:09	2:45	36

**2-Hour Delay Schedule: \*\*\*Will not be used 20-21 School Year\*\*\***

(1)				(2)				(3)			
Period	Start	End	Min.	Period	Start	End	Min.	Period	Start	End	Min.
ann.	9:45	9:48	3	ann.	9:45	9:48	3	ann.	9:45	9:48	3
1	9:48	10:18	30	1	9:48	10:18	30	1	9:48	10:18	30
2	10:21	10:51	30	2	10:21	10:51	30	2	10:21	10:51	30
3	10:54	11:24	30	3	10:54	11:24	30	3	10:54	11:24	30
Lunch 1	11:27	11:57	30	A5	11:27	11:57	30	A5	11:27	11:57	30
5B	12:00	12:30	30	Lunch 2	12:00	12:30	30	6B	12:00	12:30	30
6C	12:33	1:03	30	6C	12:33	1:03	30	Lunch 3	12:33	1:03	30
4	1:07	1:37	30	4	1:07	1:37	30	4	1:07	1:37	30
7	1:40	2:10	30	7	1:40	2:10	30	7	1:40	2:10	30
8	2:13	2:45	30	8	2:13	2:45	30	8	2:13	2:45	30

**Act 80 Day Schedule: \*\*\*Will not be used 20-21 School Year\*\*\***

(1)				(2)				(3)			
Period	Start	End	Min.	Period	Start	End	Min.	Period	Start	End	Min.
ann.	7:45	7:46	1	ann.	7:45	7:46	1	ann.	7:45	7:46	1
1	7:46	8:11	25	1	7:46	8:11	25	1	7:46	8:11	25
2	8:14	8:39	25	2	8:14	8:39	25	2	8:14	8:39	25
3	8:42	9:07	25	3	8:42	9:07	25	3	8:42	9:07	25
4	9:10	9:35	25	4	9:10	9:35	25	4	9:10	9:35	25
7	9:38	10:03	25	7	9:38	10:03	25	7	9:38	10:03	25
8	10:06	10:31	25	8	10:06	10:31	25	8	10:06	10:31	25
Lunch 1	10:34	11:02	28	A5	10:34	11:00	26	A5	10:34	11:00	26
5B	11:05	11:31	26	Lunch 2	11:03	11:31	28	6B	11:03	11:29	26
6C	11:34	12:00	26	6C	11:34	12:00	26	Lunch 3	11:32	12:00	28

## 10. BULLYING / CYBERBULLYING

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

Bullying means an intentional electronic, written, verbal or physical act or series of acts, including intimidation 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:

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

Bullying, as defined in this policy, includes cyberbullying. Bullying consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

- Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
- Verbal – includes taunting, malicious teasing, name-calling, and making threats.
- Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation
- Cyberbullying – forms of verbal and psychological bullying may also occur on e-mail, text messaging, or social media such as Facebook, Snapchat, or Instagram. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.

Bullying includes unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

- Physically, emotionally or mentally harming a student.
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear of physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. A School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective

action shall be taken when allegations are verified. If the behavior is found to meet the definition of bullying, written documentation shall be the responsibility of the building principal. The building principal or designee will inform parents/guardians of the victim and person accused. 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. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

#### Investigation Procedures

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

Consequences for Violations - A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but not exclusive to:

- Counseling within the school.
- Parental conference.
- Loss of school privileges.
- Transfer to another school building, classroom or school bus.
- Exclusion from school-sponsored activities.
- Detention.
- Suspension.
- Expulsion.
- Counseling/Therapy outside of school.
- Referral to law enforcement officials.

## 11. BUS SAFETY RULES

To insure efficient, safe transportation on Central Columbia school buses, the Central Board of School Directors had adopted policies which include regulations that will be strictly enforced. Parents are asked to familiarize their children with these regulations. A student who cannot maintain self-discipline forfeits the privilege of transportation. Behavior will be monitored by video cameras placed on buses.

The following rules will be followed at bus stops:

1. All students shall be ready at the designated bus stops to board bus. The bus cannot wait for those who are tardy.
2. Students should wait until the bus stops before trying to board. Students who must cross the roadway, will do so in front of the bus when the lights are activated, and only after looking in both directions for oncoming traffic.
3. Students should enter the bus in an orderly fashion and go directly to a seat.

4. While awaiting the bus at bus stops, students are under the jurisdiction of the school and therefore are responsible for proper behavior.
5. Any student disobeying the rules at the bus stop and any misbehavior which jeopardizes the well-being of other students or property will be reported.

The following rules will be followed on the bus:

1. Students must follow directions of the bus driver the first time they are given.
2. Students will not use any form of tobacco, drugs or alcohol; they will not use matches or spit on the bus. They may not eat, drink, or litter on the bus.
3. Students must remain seated while the bus is in motion, must keep their heads and hands inside the bus, and must keep aisles clear.
4. Students may not tamper with any equipment on the bus or commit any act which diverts the driver's attention.
5. Students will not use obscene language either with the driver or with other students.
6. The driver has authority over all passengers and will be responsible for the orderly conduct of all riders.
7. On extracurricular runs, the coach/advisor will be responsible for bus decorum and discipline.

## **12. CAFETERIA SERVICES AND REGULATIONS**

The Central Columbia High School cafeteria is operated as a service to all high school students and staff. It is not established to operate a profit and prices of meals are determined by the costs of operation.

Three 30-minute lunch periods will run beginning at 11:02 a.m. and ending at 1:08 p.m. All students must eat in the cafeteria. Seniors only may eat outside weather permitting. No food may be taken from the cafeteria.

Students are not permitted to run or to cut in line in the cafeteria.

Students will utilize the restrooms in the hallway closest to the cafeteria. Students must sign out on the sign-out sheet.

Reasonable and responsible conduct is expected of all students during lunch periods.

Students will remain in the cafeteria throughout the lunch periods. Under no circumstances will students be permitted to leave the school for lunch, nor will teachers send students from the school to pick up food. Students may not have food delivered from commercial establishments.

Students are to be in the cafeteria only when assigned there.

A full breakfast program is available to all students each morning for a nominal fee.

## **13. CAREER TECHNICAL EDUCATION (CTE) PROGRAMS**

Central Columbia High School (CCHS) offers career technical education in order to prepare students for careers in technical fields for employment opportunities or future education. CCHS has four career technical education programs: Accounting, Agricultural Mechanics, Agricultural Sciences, and Engineering. Each of these programs consists of a series of courses that the student takes over the course of their high school career. Accounting and Engineering are three-year sequences, which a student begins in their sophomore year. Agricultural Mechanics and Agricultural Sciences are four-year sequences, which a student begins in their freshman year.

These career technical programs are open to both CCHS students and students residing in other school districts. Under state law, students residing in other school districts may pursue one of these four career technical programs if the specific program is not offered in the school district where they reside.

Students who complete at least 50% of the courses in one of these career technical education programs take the NOCTI exam. This end-of-program exam consists of two sections, a written section and a performance section. The written section tests the students' recall of the theory and content. The performance section requires students to perform hands-on tasks.

Students in the career technical education programs have access to a variety of work-based learning opportunities, including job shadowing, internships, and work experiences. CCHS works closely with a wide variety of local employers and businesses to provide students with these opportunities.

Each of these programs has a related career technical student organization. These organizations, or clubs, provide opportunities for students to develop their career technical skills in an extra-curricular setting. Students compete against students from other high schools in events that are an extension of the curriculum that is learned in their technical courses. Future Business Leader of America (FBLA) is the organization that is connected to the accounting program. Future Farmers of America (FFA) is the organization that is affiliated with both of the agricultural programs. Technical Student Association (TSA) is affiliated with the engineering programs.

If you are interested in learning more about any of these career technical education programs, please see one of your guidance counselors!

#### **14. CELL PHONE POLICY**

High School students are permitted to bring their cellular phones and portable music players into the school building.

High School students may use cellular phones and portable music players in the school building at the following times:

- until the instructional day begins
- in the hallways during transitions, common areas, and cafeteria or courtyard during their assigned lunch period
- after the instructional day ends

Students are not permitted to use cellular phones or portable music players during classes (including study halls) unless permitted by their teacher.

Students may use the school telephone near the attendance clerk's desk in the main office to make phone calls during the school day. Parents /guardians may call the school office and leave a message for their child.

Students are not permitted to take photographs or record videos on their cellular phones.

If a teacher sees or hears a student using a cellular phone in class during a test or quiz, the teacher will give the student a grade of '0' on the test or quiz.

#### *CONSEQUENCES FOR VIOLATIONS OF THE CELL PHONE POLICY*

- 1<sup>st</sup> Violation – Teacher/Staff member will confiscate the device, bring it to the main office at their earliest convenience, and give it to the Assistant Principal. The device will be kept in the main office until the end of the school day. At that time, the student may stop by the main office and pick up their device. The Assistant Principal will issue the student a warning.
- All Other Violations – Only the legal Parent/Legal Guardian retrieves the confiscated cell phone. No other relatives will be allowed to retrieve the cell phone except the legal Parent/Guardian.
- Refusal to Give the Device to the Teacher/Staff Member – If a Teacher/Staff member attempts to confiscate a device and the student refuses to surrender the device, the student will receive ISS. All subsequent incidents of insubordination will be handled appropriately and progressively by Administration.

## 15. CHILD ABUSE

The Child Protective Services Law of 1075 requires that administrators, teachers, social service worker, registered nurses, day care center workers or any childcare or foster care workers, among others, report suspected cases of child abuse. An abused child, as defined by the Pennsylvania Department of Public Welfare regulations, is a child under the age of 18 who exhibits serious physical or mental injury, serious physical neglect, or sexual abuse caused by acts or omissions of the child's parents or by a person responsible for the child's welfare.

Suspected child abuse shall be reported directly to the building principal or in the absence of the building principal to the school nurse.

The employee shall not contact the child's family or any other persons to determine the cause of the suspected abuse of neglect; nor shall it be the responsibility of the employee to prove abuse or neglect or to determine the need for protection.

Any personal interview or physical inspection of the child shall be conducted in a professional manner.

The building principal shall report the suspected child abuse to Columbia County Child Welfare Agency and the Child Abuse Hotline (800-932-0313); this is done in the presence of the school nurse or a witness.

The building principal shall report the suspected child abuse in writing, to the appropriate County Child Protective Services Agency, within 48 hours.

The building principal shall notify the Superintendent of any cases of child abuse that have been referred for investigation.

## 16. CLUBS, ACTIVITIES, AND ADVISORS

Art Club.....	Kevin Noll
Audio-Visual .....	Kevin Haile, Jennifer Bates
Blue Jay Blends .....	Brett Sarnoski
Blue Jay Pride / School Store.....	Andy Belolan
Central Silver Screen.....	Sharon Kerstetter
Chorus .....	Tara Smargiassi
Community Service.....	Heidi Ritter
Concert Band.....	Kevin Haile
Dance Club.....	Amber Bassett
Drama Club .....	Jennifer Bates
Envirothon.....	Doug Brown, Kirk Seesholtz
Freshman Class Advisor.....	Holly Hippenstiel
Future Business Leaders of America (FBLA).....	Andy Belolan, Holly Hippenstiel, Shirley Schrader
Future Farmers of America (FFA) .....	Doug Brown, Kristie Good
Junior Class Advisor .....	Lydia Moyer, Jennifer Bates, Kaitlin Magni, Sue Gill
Literary Club .....	Matthew Swinehart
Marching Band.....	Kevin Haile
Math Club.....	Jeff Osborne
Model United Nations .....	Todd Wolinsky

National Honor Society .....	Michelle Kepner
Outdoor Club .....	Jason Bartholomew
Robotics Club (Jay Bots and Jay Borgs) .....	Tom Gill
Science Club .....	Tom Gill
Senior Class Advisor .....	Drew Hercik
Ski Club .....	Kendra Valentino, Heather Hottenstein
Sophomore Class Advisor .....	Matthew Swinehart
Spanish Club .....	Jennifer Taylor
Stage Band .....	Kevin Haile
Stage Crew, Light & Sound .....	Jennifer Bates, Kevin Haile
Students Against Destructive Decisions (SADD) .....	Alycia Fairchild, Jennifer Haubert
Student Council .....	Brian Zysset
Technology Student Association (TSA) .....	Scott Osborne, Eric Smith
Varsity Club .....	Michelle Kepner
Yearbook (Centaur) .....	Brenda Brewer, Kevin Noll
Youth in Philanthropy (YIP) .....	Anita Steely, Sharon Seesholtz

## 17. CODE OF CONDUCT

The superintendent or designee shall prepare and communicate rules and regulations to implement Board policy governing student conduct.

The superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules for student behavior in the Code of Student Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Student Conduct shall be available in each school library and school office.

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

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

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

### *EXPLANATION OF DISCIPLINARY OPTIONS*

Although the discipline process is complex, situations, which occur, and the circumstances surrounding them mandate discipline decisions must be made quickly, fairly, and with firmness.

The following is a four-level classification system of behaviors that are considered improper and not conducive to good teacher-learning activities, health, and/or safety practices of the school community. Each disciplinary decision will be made based on the circumstances surrounding the incident because each situation will be different.

**1. Level 1: Minor misbehavior by the student that disrupts orderly classroom procedures or the orderly operation of the school. This level is at the discretion of the classroom teacher.**

The following is a list of examples of Level 1 offenses; however, offenses are not limited to this list:

- minor classroom disruptions
- cheating/plagiarism
- failure to follow classroom instructions
- repeatedly late for class
- failure to follow teacher directives
- dress code violations
- cell phone violations
- iPad violations
- other violations, which the school administrator may classify in this category

*POSSIBLE CONSEQUENCES*

- teacher intervention
- verbal warning
- detention
- phone call to parent/guardian
- loss of privileges
- reduction in grade with parent/guardian conference

**2. Level 2: Misbehaviors whose seriousness or frequency tends to disrupt the classroom-learning climate and the orderly operations of the school.**

The following is a list of examples of Level 2 offenses; however, offenses are not limited to this list:

- continued unmodified Level 1 behavior
- use of vulgar/profane language/information verbal/written
- truancy (Board Policy 204)
- cutting class
- repeatedly late for class
- use/possession of tobacco / vapor products (Board Policy 222)
- bus infractions (Board Policy 7160)
- matches and lighters
- minor theft
- repeat iPad violation
- violation of acceptable use policy for computers (Board Policy 815)
- other violations, which the school administrator may classify in this category

*POSSIBLE CONSEQUENCES*

- detention
- suspension – in-school suspension/out-of-school suspension (up to 3 days) (Board Policy 233)
- parent/guardian conference
- behavior management plan
- loss of privileges
- placement in alternative education
- refer to the appropriate outside agency



**3. Level 3: Acts directed against persons or property, but whose consequences do not seriously endanger the health and safety of those in school.**

The following is a list of examples of Level 3 offenses; however, offenses are not limited to this list:

- continued unmodified Level 1 and 2 behavior
- conduct, which may result in bodily injury to another student
- fighting
- bullying/cyberbullying (Board policy 249)
- harassment/sexual harassment/cyber harassment
- hazing (Board policy 247)
- insubordination (refusal to follow the direction of staff members: teachers, counselors, nurses, secretaries, custodians, aides, or principals.
- forgery/falsifying information
- continued violations of the school's computer and Internet usage policy
- continued violations of the school's cell phone and iPad policy
- possession of incendiary devices: fireworks, flares/fuses, or any other device identified by the building administrator
- other violations, which the school administrator may classify in this category

*POSSIBLE CONSEQUENCES*

- in-school suspension/out-of-school suspension
- parent conference
- behavior management plan
- contact the appropriate authorities
- placement in alternative education

**4. Level 4: Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in school.**

The following is a list of examples of level 4 offenses; however, offenses are not limited to this list:

- continued unmodified Level 1, 2, and 3 behaviors
- physical attack on another student resulting in injuries requiring treatment by a licensed medical practitioner, as determined by a school administrator or a school nurse
- conduct which results in bodily injury to another student as determined by a school administrator or a school nurse
- fighting resulting in injuries requiring treatment by a licensed medical practitioner, as determined by an administrator or a school nurse
- vandalism: destruction/damage to school district property
- major theft
- malicious mischief (the willful destruction of another's property)
- use/possession of dangerous weapons (Act 26 of 1995) (Board Policy 218)
- aggravated assault on an employee/board member

- arson
- false fire alarm
- bomb attempts or threats
- use of an incendiary device
- use, possession of, or the intent to distribute, drugs, drug paraphernalia, alcohol, or intoxication (Policy 6639)

*POSSIBLE CONSEQUENCES*

- suspension (10 days)
- parent conference
- behavior management plan
- contact the appropriate authorities
- expulsion (Board Policy 233)
- placement in alternative education

**18. COLLEGE COURSES / ACE PROGRAM**

Locally, the Bloomsburg University ‘Advance College Experience’ (ACE) program and Luzerne County Community College Early College program allow school districts to partner with eligible post-secondary partners to offer high school juniors and seniors who can show they are ready to earn college credit while in high school.

Juniors and Seniors may take college courses from Bloomsburg University in conjunction with their high school work.

Students wishing to take advantage of this opportunity must talk with their guidance counselor before registering for the college course.

A college level course can be taken only if the course sequence was completed or scheduled to be completed in that content area. University courses may not be used to meet Central Columbia Board of Education approved sequences and graduation requirements. This includes required electives and Pathway electives.

**19. COLLEGE VISITS**

Students planning on visiting a college campus are to complete a College Visitation Notification Form and submit to the Attendance Secretary two (2) days prior to the date of the scheduled visit. Students may pick up this form in the guidance office. The following information will be needed to complete the form:

- Student Name
- College/University Name
- Date of Visit
- Parent Signature verifying parental permission for the visit and the absence from school.

Students will need to obtain a form of verification signed by a College representative to be submitted to the Attendance Secretary upon return school. College visits will be marked as an excused absence upon submission of the signed verification of the visitation.

## **20. COMMUNICABLE DISEASES**

Exclusion of children, and staff having contact with children, for specified diseases and infectious conditions.

- Diphtheria – Two weeks from the onset or until appropriate negative culture tests.
- Measles – Four days from the onset of rash. Exclusion may also be ordered by the Department as specified in 27.160 (relating to special requirements for measles).
- Mumps – Nine days from the onset or until subsidence of swelling.
- Pertussis – Three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
- Rubella – Four days from the onset of rash.
- Chickenpox – Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
- Respiratory streptococcal infections including scarlet fever – At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
- Acute contagious conjunctivitis (pink eye) – Until judged not infective; that is, without a discharge.
- Ringworm – The person shall be allowed to return to school, childcare or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
- Impetigo contagiosa – Twenty-four hours after the institution of appropriate treatment.
- Pediculosis capitis – The person shall be allowed to return to either school, childcare or other group setting immediately after the first treatment. The person shall be reexamined for infestation by the school nurse or other health care practitioner, 7 days post treatment.
- Pediculosis corpora – After completion of appropriate treatment.
- Scabies – After completion of appropriate treatment.
- Trachoma – Twenty-four hours after institution of appropriate treatment.

No person excluded from any public, private, parochial, or other school or college or preschool under the provisions of 27.72 of this title (relating to exclusion of pupils showing symptoms) shall be readmitted until the nurse in the school, college, or preschool is satisfied that the condition for which the child was excluded is not communicable or until the child presents a certificate of recovery or non-infectiousness from the physician.

## **21. CONTROLLED SUBSTANCES, DRUGS AND ALCOHOLIC BEVERAGES**

This policy will apply to drugs and controlled substances as defined by laws of the Commonwealth of Pennsylvania including, but not limited to, drugs or controlled substances as defined by "The Controlled Substance, Drug, Device, and Cosmetic Act of April 14, 1972" (hereinafter referred to in this policy as "the Act") or in the amendment to such Act.

This policy will apply to the use, possession, consumption, distribution, or sale of alcoholic beverages, as well as being under the influence of alcoholic beverages, as further defined and provided below.

### *DEFINITIONS*

- Controlled Substances – A drug, substance, or immediate precursor included in Schedule I through V of the Act. Examples of such controlled substances are marijuana, opiates and other narcotics.

- Drugs – As defined in the Act and including substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals.
- Prescription Drugs – Those drugs which pursuant to federal law may be dispensed only upon prescription from a physician
- Alcoholic Beverages – A liquid for consumption with a percentage alcoholic content, including but not limited to liquor, beer, and wine; provided, however, a liquid containing alcohol for medical purposes and necessary for the treatment of an existing condition shall not be included if registered with the school nurse as per 6640.2 below
- 6640.2 Registration – A student possessing, using or otherwise maintaining drugs, medicines, controlled substances, or alcoholic beverages on school premises for the treatment of an existing condition shall register the same with the school nurse at the time they are first brought onto school premises, and shall use or maintain the same in accord with instructions of the school nurse or prescribing physician, if any.

#### *OFF-CAMPUS VIOLATION*

A student apprehended by law enforcement authorities for the violation of the Act or of any Federal Drug Statute, while not subject to the school's jurisdiction, will be permitted to continue attending classes but shall be subject to temporary suspension by the principal, provided in his opinion the student's presence, because of his actions in school, is disrupting to the educational system or detrimental to the welfare or safety of other students.

#### *POSSESSION OR USE*

A student who, while subject to the school's jurisdiction, possesses or uses any controlled substances, alcoholic beverage or any prescription drug other than drugs registered in accordance with this policy, shall be temporarily suspended from school and all school-related activities for a period of up to two weeks, and shall be placed on probation for the remainder of the school year. During the period of probation, a student may be excluded from some or all school related activities, including social functions.

#### *UNDER THE INFLUENCE*

A student who, while subject to the school's jurisdiction, is under the influence of a controlled substance, alcoholic beverage or any prescription drug other than drugs registered in accordance with this policy, shall be temporarily suspended from school and all school-related activities for a period of up to two weeks, and shall be placed on probation for the remainder of the school year.

#### *SALE OR DISTRIBUTION*

A student who, while subject to the school's jurisdiction, sells or distributes, or offers to sell or distribute, any controlled substance, alcoholic beverage, or prescription drug, shall be immediately and temporarily suspended pending a hearing. After a proper hearing the student may be subject to suspension, expulsion, probation or continuation of studies outside the school premises.

#### *DRUG DISTRIBUTION*

A student, who, while subject to the school's jurisdiction, sells or distributes, or offers to sell or distribute, any drug other than those mentioned in the preceding section, or any other pill, tablet, or capsule of any kind, may be suspended for a period of time to be determined by the school board after a proper hearing.

### *HEARING*

The school board or an appropriate officer of the board may appoint a committee for the purposes of conducting hearings with regard to any alleged violation of this policy. Nothing in this policy shall prevent the school administration from immediately suspending a student.

### *PROBATION*

A student subject to probation under this policy shall continue to attend school, but shall be required to observe certain conditions relating to in-school conduct and behavior which conditions may include but need not be limited to:

- prohibition of association with certain students
- prohibition of any further violation of this policy
- prohibition of participation in athletic or social functions
- reporting at stated periods of appropriate persons for counseling
- attending after school hours disciplinary detention
- assisting in after school hours maintenance and rehabilitation programs
- loss of driving privileges
- placement in alternative education setting (30 school day minimum)
- such other conditions reasonably related to ensuring a correction of the misbehavior or misconduct for which the probation was imposed

Violation of any condition of probation by a student, shall after a hearing result in suspension, expulsion, more restrictive probation, or continuation of studies outside school premises.

### *REHABILITATION*

In each instance when a student is placed on probation or is suspended, the school authorities will endeavor to involve the students in appropriate rehabilitation experiences through the student assistance program.

The school will attempt to arrange for psychological or social services appropriate to the student's needs. The school will continue to work closely with authorities and institutions, in particular those within the community concerned with juveniles, and will seek their advice and assistance in dealing with students violating this policy. The school will make every effort to encourage cooperative action on the part of the offender, the parents, school personnel, and agencies mentioned above, in planning a program of rehabilitation

### *INSTRUCTION*

Building principals are charged with the responsibility of implementing an appropriate, well-organized program of instruction concerning the proper use of medicines and the detrimental effects of the misuse of drugs and controlled substances. The use of a drug dog may be used for education, training, and random searches to aid in instruction

## **22. DANCES**

High school dance times will be from 7:00 – 10:00 p.m. unless permission to alter times is granted by the principal. Students may not leave the dance while in progress. Students who leave the dance will not be permitted back in.

High school dances are attended by CCHS students only. CCHS student may bring an outside guest given that they have properly completed the approved Non-CCHS student dance request form and understand that they are responsible for the actions of their guest.

There will be a minimum of four chaperones at each dance. There will be at least two security guards at each dance. The parking lot will be patrolled during the evening. Prior to the dance, local police will be notified of the time and location of the dance.

All school regulations are in effect during school sponsored events. Chaperones will enforce school regulations. Students who break the law, or who are under suspicion of breaking the law, will be immediately reported to the police.

## **23. DETENTION**

Students will be assigned to detention by the principal, assistant principal or teachers for unexcused absenteeism, persistent tardiness to school or to class, failure to report to scheduled classes, leaving school without following proper procedures, or minor violations of school rules.

Serving of detention takes precedence over any and all other school activities. Students who are involved in extracurricular activities may not be excused from detention to participate in those activities. Students who work outside school hours will be expected to make arrangements with their employers to attend detention on the day assigned.

Students may be excused from detention for medical or dental appointments but will be required to serve the detention on the next day. Such excuses must be presented to the administration prior to the day the student is to be excused. Verification of the appointment by the doctor's office will be made.

Students assigned to detention will be required to furnish their own transportation home after detention.

Students are given at least 24-hour notice before they must attend detention.

### *DETENTION GUIDELINES*

Students who are reporting to detention should bring all the items they need to take home. Students will not be permitted to go to lockers or elsewhere in the building after detention.

The atmosphere of detention will be one of individual study. Students are not permitted to sleep in detention. Any failure to bring appropriate work or to remain busy may result in the assignment of another detention.

Disruption in detention will result in the student being removed from detention and will be disciplined by the assistant principal. Failure or refusal to report to detention will be disciplined as follows:

- First offense will result in student receiving two more detentions.
- Second offense will result in suspension.
- All students will be allowed 1 change per semester, when receiving prior permission from the assistant principal.

## **24. DIRECTORY INFORMATION**

As part of the School District's annual notification under FERPA, we designate for the school year 2009-2010 the following types of categories of information as "directory information." Directory information means information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent. The School District's list of directory information includes: the student's name, address, telephone listing, electronic mailing address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and heights of members of athletic teams, honors and awards received, and the most recent education agency or institution attended. Examples of how the School District may disclose information include releasing to the newspaper, or other news sources, information about students who have been named to the honor roll, National Honor Society, as valedictorian, or who participates in any student clubs, activities, or sports. These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed.

This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all those types of information that the school District has designated as directory information. You have the right to refuse to permit release by notifying the School district in writing that you do not want any or all those types of information to be designated as directory information for your child or yourself.

## **25. DRESS CODE**

All students are expected to be neatly dressed and well groomed.

Students are expected not to wear clothing with obscenities, suggestive remarks, or references to illegal substances, alcohol or tobacco printed on their clothing.

Clothing that exposes the midriff is not permitted.

Any attire that causes a disruption will not be permitted.

Any clothing that represents a health or safety hazard will not be permitted.

Students will be asked to change or cover objectionable clothing with another garment. If this is not possible, the parent will be notified and asked to come to the school with a change of clothing or to take the student home.

Hats, bandannas, or other forms of head coverings may not be worn in the building during regular school hours. Clothing that is required to be worn because of religious reasons will be addressed on an individual basis.

Shoes must be worn in the building at all times.

## **26. DRIVERS' EDUCATION**

Drivers' safety education is offered in the evenings upon the availability of the instructor. Driver education is available by the CSIU for a fee. A minimum of six hours for driving instruction is required.

## **27. DRIVING AND PARKING**

Before driving to school and parking on CCSD school grounds, student drivers must obtain a CCHS parking pass. Students should see Mr. Murtin to obtain a parking pass.

While on school property, student drivers are required to hang their CCHS parking pass on their rearview mirror. The information on the pass must be clearly visible from outside of the vehicle.

Student drivers who do not display their CCHS parking pass are subject to the 'Consequences for Violation of Driving and Parking Regulations' as outlined below.

Drivers are to abide by the following rules:

- Drive at a safe rate of speed (Maximum of 5-10 MPH).
- Avoid reckless driving such as quick starts and stops or weaving.
- Be responsive to driving patterns such as "One Way" areas and "Stop" signs.
- Park in areas designated for students.
- Parked within the lined parking spaces. Parking diagonally or perpendicular to the lined spaces is prohibited. No vehicles shall be parked in restricted areas, including but not limited to disabled parking, entryways, and crossways.

Regulations concerning student driving are to be considered in effect not only during the regular school year but also at all times when programs and/or activities are being conducted on school property.

#### *CONSEQUENCES FOR VIOLATION OF DRIVING AND PARKING REGULATIONS*

1st Violation - Loss of driving and parking privilege for 10 school days

2nd Violation - Loss of driving and parking privilege for 25 school days

3rd Violation - Revocation of all driving and parking privileges

#### *ADDITIONAL PENALTIES*

1. Severe offenses such as reckless driving may result in the revocation of driving privileges on the first offense.
2. Parking on the lot after a revocation of privileges will result in suspension from school.
3. A written notice of each violation will be sent to parents.

Parents and other visitors on school business shall park in the designated visitor's parking area.

## **28. DUAL PARTICIPATION IN ATHLETICS**

Though cutting athletes from a team is discouraged it is sometimes necessary. Any athlete who is cut from one team can tryout with another team during that season if tryouts are not yet closed and that the coach agrees to let the athlete have a tryout.

No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of both coaches.

Students may participate in more than one sport per season. The following criteria must be met:

- If the dual participation involves cheerleading, the other sport will be primary. That means if a student-athlete has a swim meet and a basketball game to cheer for, they will attend the swim meet.
- If the dual participation involves two sports, the student-athlete must choose one primary and both coaches must agree. For example, if a student wants to play soccer and kick for the football team and chooses soccer as his primary sport, if a conflict develops, the final decision would be made by the soccer coach.



## **29. EDUCATIONAL TRIPS**

Educational trip requests must be submitted no later than one week before the associated trip is to begin. All requests must be pre-approved by the high school principal or his designee. Parents must complete and submit an electronic 'Educational Tours and Trip Request' form, which can be found on the CCSD website under the 'for Parents' tab. The approving authority reserves the right to deny any trip request based on insufficient justification, as well as the student's attendance record, disciplinary status, and/or academic standing during the current school year. Absences resulting from unapproved trips will be classified as unlawful/unexcused. Students are responsible for obtaining class assignments in advance of their trip absence and completing them in a timely manner, as well as arranging to make up any missed examinations in consult with their teachers.

## **30. ELIGIBILITY FOR CO- AND EXTRA-CURRICULAR ACTIVITIES**

Students who are failing two or more classes at any time during a report period, will not be eligible to participate in games. Students still may practice; however, will not become eligible until they are failing fewer than two (2) classes.

In order to be eligible for co and extra-curricular activities, a pupil must have passed at least four (4) full-credit (meet five (5) times per week) subjects, or the equivalent, during the previous grading period.

In cases where a student's work in any preceding grading period does not meet the standards provided for in #3 above, said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next grading period.

At the end of the school year, the student's final grade in his subjects rather than his grades for the last grading period shall be used to determine his eligibility for the next grading period.

If a student has been absent from school during a semester for a total of 20 or more school days they are not eligible to participate in any co and -curricular activity until they have been in attendance for a total of 60 school days following the 20 days of absence, except where there is a consecutive absence of five (5) or more school days due to confining illness, injury or quarantine.

In order for all to participate in any co and extra-curricular event or practice, students are expected to be in all of their scheduled classes the day of practice or event. The principal or his designee may excuse students for pre-scheduled appointments, such as court appearances, medical appointments, or unforeseen emergencies.

A student who is ineligible for any reason may not participate during the period of ineligibility. The coach of the ineligible student must receive permission from the principal before the ineligible student is allowed to practice.

## **31. EVACUATION**

At the beginning of the school year/term, each homeroom and classroom teacher will review with the student's procedures to be followed and which exit(s) to use when evacuating the building during an emergency. A map of the evacuation route is posted in every classroom.

## **32. FAILING GRADES**

If a student receives a failing grade for a required grade level course, the student must reschedule the course for the upcoming school year or take it during summer school. Other options, including tutoring, must have approval from the principal.

## **33. FIELD TRIPS**

Field trips designed to stimulate student interest and inquiry and provide opportunities for educational growth and development are appropriate extensions of the classrooms. To the extent that they provide the most effective means for accomplishing general curricular objectives of the school system, field trips may be approved.

The superintendent shall be responsible for development of procedures for the request and approval of desired field trips.

Any request which requires an overnight stay shall be submitted to the Board for approval at least one (1) month prior to the proposed trip.

A field trip is defined as a group of students leaving a school campus under the sponsorship of the school and under supervision of school employee(s) to extend educational experiences consistent with the general goals and objectives of the instructional programs.

Students being bused for a field trip or any other sponsored or approved activity shall be conducted according to the following guidelines:

- Student must complete written parental permission form.
- Student must continue to participate and travel with the group until the field trip or activity is completed.
- A field trip or activity chaperone or sponsor must accompany the group, handle any emergency, and make the necessary report to the superintendent or school principal.
- The principal or designee is responsible for securing transportation. Students will be permitted to drive only with the approval of the principal.
- Teachers are responsible for the conduct of students on field trips. Students will be informed prior to the field trip of all rules and regulations. All school rules and regulations are in effect during a field trip. The Principal is to be informed of students who are guilty of any type of misconduct.

### **34. GRADING SYSTEM**

The formal issuance of grades through symbols on a four marking period basis is authorized by the Board in order to promote a process of continuous evaluation of student performance, to inform the student, parents, and counselor of the student's progress, and to provide a basis for bringing about improvement in student performance, here such change seems necessary.

Meaningful evaluation shall include consideration of all activities that have occurred during the particular evaluation period. Such activities should include (1) homework, (2) projects, (3) reports, (4) class participation, (5) tests which shall include unit tests, and (6) attendance. In addition to the above activities, examinations may be administered in each course at the conclusion of each semester in courses which offer credit toward high school graduation.

High school students are graded on a numerical system in all subjects in grades 9-12. Numerical and equivalent letter grades are as follows:

- A—Excellent, (93-100%)
- B—Good, (85-92%)
- C—Average, (77-84%)
- D—Poor, (70-76%)
- E—Failing, (Below 70%)
- SA—Satisfactory Achievement According to Ability
- I—Incomplete
- W—Withdrew from Course

#### *GRADE POINT AVERAGE PROCEDURE*

- Multiplying each grade by the corresponding credit value.
- Adding the total number of resulting points.
- Dividing the total number of points by the total number of possible points.

Example:

<u>ACTUAL POINTS</u>	<u>POSSIBLE POINTS</u>
91 x 0.5 = 45.5	50
94 x 0.5 = 47.0	50
91 x 1.0 = 91.0	100
82 x 1.0 = 82.0	100
80 x 1.0 = 80.0	100
88 x 1.0 = 88.0	100
85 x 0.5 = 42.5	50
86 x 0.2 = 17.2	20
88 x 0.2 = 17.6	20

GRADE POINT AVERAGE (GPA) = 598.8 DIVIDED BY 690.0 = 86.78

All courses with credit value and having a numerical grade will count toward the GPA.

An SA grade (Satisfactory Achievement) will be counted as a 70% in the GPA calculation.

Neither a “WP” grade (Withdraw Passing) nor a WF grade (Withdraw Failing) will be counted toward the GPA calculation.

In the event a student takes a course twice and passes it both times only the highest grade will be used in the overall grade point average calculation.

In the event a student repeats a failed course both grades will be used in the overall grade point average calculation.

Courses repeated in summer school will be calculated into the GPA along with the originally failed course.

Letter grades awarded by other schools will be converted using the following scale:

A+ = 99	C+ = 84
A = 96	C = 81
A- = 93	C- = 77
B+ = 92	D+ = 76
B = 89	D = 73
B- = 85	D- = 70
	F = 69

Special education students will receive non-discriminatory ranking.

### **35. GRADUATION REQUIREMENTS**

In order to graduate from Central Columbia High School:

1. All students must pass at least 24 credits including the minimum course sequence in all areas.
2. Students shall demonstrate proficiency in Algebra I, Biology, and Literature on Keystone assessments. Students who do not demonstrate proficiency will have an opportunity to complete a project-based assessment. Students who do not achieve at the proficient or advanced level will be provided assistance to help them attain those levels.
3. All students must participate in a senior exit interview.

### **36. GUIDANCE AND COUNSELING**

Guidance and counseling services are provided for students needing assistance in their personal development, educational programs and occupational pursuits. The counseling staff wishes to minimize classroom interference while providing guidance and counseling services and request that:

- A. Individual or small group counseling takes place during student study hall periods, homeroom periods, when possible.
- B. Only under unusual circumstances will students be taken or sent out of regular classes for individual conferences.
- C. Lists of failures with numeric grades are provided to counselors after each marking period.

### **37. HARASSMENT / SEXUAL HARASSMENT / CYBER HARASSMENT**

All students have a right to learn in our environment free of harassment whether the harassment is based on sex, age, race, national origin, religion, sexual orientation, marital status, or membership in other protected groups. It is the school's responsibility to investigate any complaints of harassment.

Cyber harassment – A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct by repeatedly communicating any of the following by electronic means directly to a child or by publication through an electronic social media service – seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental or physical health or condition or threat to inflict harm. "Repeatedly communicates" means to convey more than one message over a period of time. "Seriously disparaging statement or opinion" means a statement or opinion which is intended to and under the circumstances is reasonably likely to cause serious emotional distress to a child of the victim's age.

It shall be the duty of the principal to annually inform all students of their right to a learning environment free from harassment and to urge that any student who feels that they have or are being subjected to harassment, or implication of discrimination as a result of harassment, to report such facts and circumstances to the principal. Such reporting shall be extended to include, but not be limited to, instances of alleged harassment in regard to students – student harassment or teacher - student harassment.

It shall be the duty of the principal to conduct a thorough investigation of any reports of alleged harassment.

Any investigation which reveals evidence of the need for further action shall be channeled into the appropriate organization as circumstances warrant.

### **38. HAZING**

All students have a right to a safe, positive environment that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Central Columbia School District and are prohibited at all times. It is the school district's responsibility to investigate any complaints of hazing.

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited.

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

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

### **39. HEALTH SERVICES**

The Central Columbia School District health program has, as its primary goal, the protection, maintenance, and improvement of the health status of the school age child. The school health program is designed to assist the child and his/her family to obtain optimal health through services such as first aid, emergency care, counseling, medication administration, early detection, referral, education and problem management.

### **40. HOMEWORK**

#### *PURPOSE AND PHILOSOPHY*

Homework is to be used as a reinforcement of what has already happened in the classroom. Homework is not new material that the child is unfamiliar with how to do. In most occasions the students should start their homework in class in order to make sure they understand how to complete the assignment. Homework provides opportunities for the students to reinforce old, or practice newly acquired skills, gain a better understanding of the subject matter, and pursue special interest areas. Finally, and perhaps most importantly, homework acquaints parents with what their children are learning in school and also improves the students' organizational and self-discipline skills that will be with them long after they have left Central Columbia.

#### *GUIDELINES*

It is logical to assume the types of homework assigned and the time required to complete it will increase as students progress from grade to grade. As a general guideline, the maximum amount of time spent doing homework should be 10 minutes, multiplied by the student's grade level. For example, a sixth grader could expect a maximum of 60 minutes of homework per night, while a fourth grader could expect to take 40 minutes to complete his or her homework. It is important to remember that this time would be uninterrupted time, free from the interference of television, playing, eating, etc. Studying for assessments is not considered homework.

Students will:

1. Seek to understand what the assignments are and when they are due.
2. Ask questions when instructions, assignments or deadlines aren't clear.
3. Organize time and other resources in order to complete the assignments on time.
4. Give homework their best effort before asking parents for help.

Teachers will:

1. Assign homework that either practices what is being learned or what has been learned in the past. When assigning homework teachers should utilize the 1:2:1 practice where appropriate. 1:2:1 is a ratio meaning one item of new material: two items of material taught 7-10 days ago: one item of previously learned material.
2. Assign work that follows the time guidelines per grade level.
3. Use the guideline that each homework assignment will take a K-6 student 4 times longer than it takes a teacher to complete and 3 times longer than the teacher for a 7-12 student to complete.
4. Provide clear instructions as to when and what is expected of the student.

5. Evaluate and return homework in a timely manner with the appropriate feedback.
6. Recognize and reward students who consistently and correctly complete homework and seek to improve the study habits of those that don't complete assignments.
7. Explain classroom grading policies which would include the way homework will be factored into the student's overall grade.
8. Be cautious not to place too much grading emphasis on homework – a practice that may be rewarding the student's support system, rather than the student work.

It is recommended that parents will:

1. Assume that their child will be doing 10 minutes of homework per grade level per night.
2. Communicate with their children about the kinds of homework they have each and every night.
3. Provide an environment that is conducive to uninterrupted study time.
4. Set an example for self-discipline, organization, and time management.
5. Ask questions of teachers and the building principal if they have concerns regarding the type and amount of homework being assigned especially if time on homework becomes excessive or is inconsistent.
6. Review their child's assignments to monitor understanding and areas of difficulty.
7. Teach independence by encouraging their child to complete assignments without help.
8. Utilize communication tools with the school district to monitor their child's performance to make sure assignments are being handed in and adequate progress is being made.
9. Call with questions if they need assistance in how to use the contact systems or would like a parent conference with their child's teachers.

The building principal will:

1. Monitor each class and grade level to ensure that homework guidelines are being followed at each grade level.
2. Help teachers plan, implement, and maintain homework support systems.
3. Encourage parents to contact the school as soon as they notice a problem with their child's progress.
4. Train teachers to effectively use the monitoring systems available to identify homework assignments and to check on student progress.
5. Respond to parent, teacher, and student concerns regarding homework.

#### **41. HONOR ROLL**

Standards for receiving honor roll cards are as follows:

1. A student must have an overall average of at least a 90.
2. A student must maintain at least a 77 ("C") in each subject. A "D" or an "F" in any subject will disqualify a student from being on the honor roll.
3. An incomplete grade in any subject will disqualify a student from the honor roll.
4. A withdrawal/fail in any marking period will disqualify a student from the honor roll for that marking period.

## **42. INCOMPLETE GRADES**

An incomplete grade is given to students who have been absent for an extended time. Incomplete grades are not given to students who have procrastinated in completing their regular assignments. Arrangements to complete all missed work must be made by the end of two weeks or the "I" becomes a failing grade.

## **43. INTERNET, COMPUTERS, AND NETWORK RESOURCES – ACCEPTABLE USE POLICY**

The Board supports use of the Internet, computers and computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

- For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.
- The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.
- The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- The district reserves the right to monitor and log network use and monitor fileserver space utilization by all district users, while respecting the privacy rights of both district users and outside users.
- The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.
- The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.
- The district shall make every effort to ensure that this resource is used responsibly by students and staff.
- Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
- Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.
- The building administrator and the Director of Technology shall have the authority to determine what is inappropriate use.
- The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- Maintaining and securing a usage log.
- Monitoring online activities of all users.
- The District shall develop and implement curriculum that ensures students are educated on network etiquette and other appropriate online behavior, including:
  - Interaction with other individuals on social networking websites and in chat rooms.
  - Cyberbullying awareness and response.
- Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

### Prohibitions

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

- Illegal activity.
- Commercial or for-profit purposes.
- Non-work or non-school related work, during school or work hours, that does not directly impact or enhance a staff member's or student's proficiency with technology and meet an educational purpose for their position or learning in the Central Columbia School District.
- Bullying/Cyberbullying
- Product advertisement or political lobbying.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Access to obscene or pornographic material or child pornography.
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
- Inappropriate language or profanity.
- Transmission of material likely to be offensive or objectionable to recipients.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Loading or using of unauthorized games, programs, files, or other electronic media.
- Disruption of the work of other users.
- Destruction, modification, abuse or unauthorized access to network hardware, software and files.



- Access to sexually oriented chat rooms, e-mail exchanges and/or visuals, texts and sounds that are sexually oriented, obscene, pornographic and/or extremely violent.
- Accessing the Internet, district computers or other network resources without authorization.
- Disabling or bypassing the Internet blocking/filtering software without authorization.
- Use of unapproved personal computing devices or storage devices on any Central Columbia computer's or network without authorization from the Director of Technology.
- Use of Web-based Proxies and/or Anonymizers.

### Social Media Applications

Online communications is critical to students' learning of the 21<sup>st</sup> Century Skills. The use of Social Media Tools and interactive, online applications offer an authentic, real-world opportunity for student learning. Expectations for classroom blogs, wikis, student protected e-mail, podcast projects, or other Web interactive use shall meet the following guidelines.

- The use of blogs, podcasts, wikis, or other Social Media Applications are considered an extension of the classroom and student learning. Speech that is prohibited in the classroom is also prohibited in all uses of blogs, podcasts, wikis, or other Social Media Applications.
- Users are expected to utilize safe practices while using blogs, podcasts, wikis, or other Social Media Applications by not posting unapproved personal information on the web including but not limited to last names, personal details, addresses, phone numbers, or personal photographs.

### Signed Out or Loaned Technology Equipment

District technology equipment that is signed out or loaned to a student or staff member is to be used for academic and school-related activities only. When a student or staff member signs out or is loaned District technology equipment, they are responsible for the proper care, use and return of the technology equipment. Damage or loss of any technology equipment signed out or loaned is the responsibility of the borrower and must be repaired or replaced by the borrower.

### Security

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

- Employees and students/parents shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or employee's name.  
Teachers and staff have password access to a content filter authorized override. If an authorized override is engaged for a student, the teacher/staff member must supervise the direct use of that computer until the content filter is disengaged.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Consequences For Inappropriate Use

- The user shall be responsible for damages to technology equipment, systems, and software resulting from deliberate or willful acts.
- Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.
- General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
- Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

### Copyright

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

### Safety

- To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.
- Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.
- Internet safety measures shall effectively address the following:
  - Control of access by minors to inappropriate matter on the Internet and World Wide Web.
  - Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
  - Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
  - Unauthorized disclosure, use, and dissemination of personal information regarding minors.
  - Restriction of minor's access to materials harmful to them.

## **44. INTERSCHOLASTIC ATHLETICS**

The Board recognizes the value of a program of interscholastic athletics as a part of the total school experience for all district students and as a channel for community involvement. The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and in accordance with law and regulations.

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be in good physical condition; and be free of injury, as determined by the district physician.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association. The Board directs that no student may participate in interscholastic athletics who has not:

- Met the requirements for academic eligibility.
- Maintained a record of academic proficiency sufficient to ensure that participation in interscholastic athletic activities will not interfere with academic achievement.
- Attended school regularly.
- Been in attendance on the day of the athletic event or practice.
- Returned all school athletic equipment previously used.

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

- There is a link between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
- The conduct involves the theft or vandalism of school property.
- The Superintendent or designee shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.
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**45. IPAD DISCIPLINE**

<b>Technology Related Behavior Violations</b>	<b>Equivalent “Traditional” Classroom</b>
• Failure to bring iPad to school	• Coming to class unprepared
• Missing cover	• Not having required supplies
• Email, texting, skyping, internet surfing, etc.	• Passing notes, reading magazines, games, etc.

<ul style="list-style-type: none"> <li>• Damaging, defacing, placing stickers on, etc. to iPad</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalism, property damage</li> </ul>
<ul style="list-style-type: none"> <li>• Using account belonging to another student or staff member</li> </ul>	<ul style="list-style-type: none"> <li>• Breaking into someone else's property, locker, classroom</li> </ul>
<ul style="list-style-type: none"> <li>• Accessing inappropriate material</li> </ul>	<ul style="list-style-type: none"> <li>• Bringing inappropriate content to school in print version</li> </ul>
<ul style="list-style-type: none"> <li>• Cyber-bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying/harassment</li> </ul>
<ul style="list-style-type: none"> <li>• Using profanity, obscenity, racist terms</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate language, harassment</li> </ul>
<ul style="list-style-type: none"> <li>• Sending/forwarding assignment to another student to use as their own</li> </ul>	<ul style="list-style-type: none"> <li>• Cheating, copying assignment, plagiarism</li> </ul>
<b>Violations Unique to the Digital Conversion 1:1 Project</b>	
Not having iPad fully charged when brought to school	
Attempts to defeat or bypass the district's internet filter and/or security settings	
Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity	
Unauthorized downloading/installing of apps	

Progressive Discipline – The discipline process with the Digital Conversion project will be progressive in nature. Discipline Steps are as follows:

- 1) verbal warning and parent contact
- 2) 1 detention and parent contact
- 3) 2 detentions and parent contact
- 4) 1 in-school suspension and parent contact
- 5) 2 in-school suspensions and parent contact
- 6) 1 out of school suspension and parent contact

Examples of Unacceptable Use

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the iPad as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad.
- Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individual(s).
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participating in cyber-bullying of any person.

- Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying, or using user name/passwords of other users.
- Modifying files belonging to another student on the network.
- Attempting to access or accessing websites blocked by the school's internet filter.
- Downloading apps, streaming media, or playing games without permission of an administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

#### Power Management

- Users are responsible to recharge the iPad's battery, so it is fully charged by the start of the next school day.
- Users with no battery life may bring the iPad to the Library Media Center for charging. Students needing this service will be referred to the office under the progressive discipline clause
- Users will forfeit use of the iPad for the entire time it takes to charge the iPad.
- The Library Media Center will not lend an iPad to a student while the student's iPad is charging. Students will be provided with a laptop to use while iPad is charging.
- Users may pick up or check on the iPad during passing periods and lunch. Users may not ask for pass-outs during class to pick up or check on the iPad.

#### iPad Security - Content filtering is present on the school network.

Content Filtering – The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block inappropriate and objectionable sites. Students are to comply with the School Districts, Acceptable Use Policy on and off school district property. When using the iPad at home, Parents will supervise the appropriate use of iPad.

#### Damaged and Lost or Stolen iPads

- Users will report any damaged or lost iPads to School Authorities.
- Users will bring damaged iPads to the Library Media Center and fill out an incident report.
- Submit a HelpDesk technology request for any minor troubleshooting.
- If the iPad is lost or stolen, the parent/student is required to file a police report in order to receive a replacement iPad. Otherwise, replacement is the financial responsibility of the student/parent.
- Damaged CCSD iPads that are not in a district issued case will be the financial responsibility of the student/parent.

## **46. IPAD INSURANCE / REPAIR AND REPLACEMENT FEES**

### • iPad Fees/Insurance

Parents have the option of purchasing annual, nonrefundable insurance for the iPad, the protective case, power adapters and cables. The annual insurance cost is listed in the table below. Purchasing insurance limits the parents'/student's liability on incidents as listed. If insurance is not purchased, the parent is liable for the full replacement or repair cost as determined by the Director of Technology.

- Insurance Coverage Details:
  - Damage: Pays for damage to the iPad on school property or any other location.
  - Accidental Damage: Pays for accidental damage caused by liquid spills, drops, falls and collisions.
  - Theft: Pays for loss or damage of iPad due to theft; providing the claim is made by the next school day and includes a copy of the official Police Report.
  - Fire: Pays for loss or damage due to fire; providing the claim includes a copy of the official Fire Report from the investigating authority.
  - Electrical Surge: Pays for damage of the iPad due to an electrical surge.
  - Vandalism: Pays for damage caused by vandalism.
  - Natural Disasters: Pays for loss caused by a Natural Disaster.
  - NOTE: Parent/Guardian may not substitute homeowner insurance or other personal insurance for District iPad insurance.
- Replacement/Repair Cost with iPad Insurance:

<b>Insurance/Incident</b>	<b>Regular Cost</b>	<b>Reduced Lunch Cost</b>	<b>Free Lunch Cost</b>	<b>No Insurance</b>
Insurance Payment	\$25.00	\$15.00	\$5.00	N/A
Ipad - 1 <sup>st</sup> incident	\$20.00	\$10.00	\$10.00	\$300.00
Ipad - other incidents	\$80.00	\$50.00	\$50.00	\$300.00
power cord -1 <sup>st</sup> incident	\$5.00	\$3.00	\$2.00	\$10.00
power cord - other inc.	\$10.00	\$10.00	\$10.00	\$10.00
AC adaptor - 1 <sup>st</sup> inc.	\$10.00	\$8.00	\$5.00	\$20.00
AC adaptor - other inc.	\$20.00	\$20.00	\$20.00	\$20.00
rugged protective case - 1 <sup>st</sup> incident	\$15.00	\$10.00	\$5.00	\$25.00
rugged protective case - other incidents	\$25.00	\$25.00	\$25.00	\$25.00
zippered sleeve - 1 <sup>st</sup> incident	\$15.00	\$10.00	\$5.00	\$25.00

<b>Insurance/Incident</b>	<b>Regular Cost</b>	<b>Reduced Lunch Cost</b>	<b>Free Lunch Cost</b>	<b>No Insurance</b>
zippered sleeve- other incidents	\$25.00	\$25.00	\$25.00	\$25.00

#### **47. IPAD RESPONSIBLE USE POLICY AND STUDENT/PARENT POLICY**

This iPad Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. The use of iPad technology is fundamental to the instruction process. Use of iPad technology is required. Technology, on or off campus, must be used in accordance with the mission and philosophy of Central Columbia School District as well as the Acceptable Use of Technology Resources, Board Policy, 5414. Teachers may set additional requirements for use in their respective classes. The iPad and accessories remain the property of Central Columbia School District at all times. Therefore, there is no assumption of privacy. Central Columbia School District reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad will result in disciplinary action. Above all, the “Digital Conversion” iPad program at Central Columbia School District is an academic program, and the policies governing the use of the iPad support its academic use.

To maintain the integrity of the iPad program, all students and parents/guardians are subject to the following conditions of use:

- Liability - The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, case, and or Thunderbolt charging cable/charger if the property is:
  - not returned
  - intentionally damaged
  - lost or damaged because of negligence
  - stolen, but not reported to school and/or police by end of the next school day. A police report must be filed by the parent/student if the iPad is stolen.
- Personal Safety
  - Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
  - Users should carefully safeguard their personal information and that of others.
  - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
  - Students should never agree to meet someone they meet online in real life.

- If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel.
- Netiquette
  - Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
  - Users should recognize that, with valuable content online, there is also unverified, incorrect, and/or inappropriate content.
- Cyber-Bullying
  - The National Crime Prevention Council defines cyberbullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.”
  - Cyber-Bullying will not be tolerated and is strictly forbidden.
  - The user should remember that digital activities are monitored and retained.
  - Report cyber-bullying immediately to school personnel.
- District Acceptable Use Policy
  - Central Columbia School District’s Policies for Acceptable Use of Technology Resources #5413-5414 are to be followed at all times.
- iPad Use, Care, and Routines
  - Never pile things on top of the iPad in or out of your backpack, case or carry all. Do not place any objects other than the iPad in the iPad sleeve.
  - Keep the iPad in the district-issued case at all times.
  - Do not leave the iPad out in extreme heat or cold.
  - Do not leave the iPad in a vehicle or place it on top of a vehicle.
  - Keep food, drink, pets, etc. away from the iPad at all times.
  - Do not drop the iPad as the screen is made of glass and will break.
  - Do not leave the iPad unattended at any time including during class, extra-curricular activities, lunch, locker room, etc. During lunch, iPads are to be kept in lockers or classrooms.
  - Labels, stickers, or screen protectors placed on the iPad by the technology department shall not be removed.
  - Do not write on, or place any labels or stickers on, the iPad or district-issued case.
  - Do not alter the iPad in any manner that will permanently change the iPad.
  - Do not remove the serial number or identification sticker on the iPad.
  - The lock screen picture will remain the school logo with the device name showing. Students may not alter their lock screen picture.
  - Do not lend the iPad to a classmate, friend, or family member.



- Clean the iPad screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
  - Fully charge the iPad each night with the appropriate iPad A/C adapter.
  - Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads need to be taken to the Library Media Center.
  - Do not upgrade or change in any way the iPad operating system.
  - Do not remove or circumvent the mobile device management system installed on each iPad. This includes removing restrictions or “jailbreaking” the device.
  - Do not sync the iPad with a district or home computer.
  - Avoid touching the screen with pens/pencils. Use an appropriate stylus.
  - Students are responsible for the safety and security of their iPad.
  - Students will be permitted to take the iPad home.
  - Students may not change the “Lock Screen” without permission.
  - Students may not change the “Device Name”.
  - Students may not change or delete and “Profile” settings.
- Email and District Apple ID for Students

All students will receive an individual email account and District Apple ID. They can sign in with their District email address (username@ccsd.cc) as the email/Apple ID and universal password. With these accounts, students will have access to educational applications, which include productivity and instructional tools and much more.

All iPads will need to be set up with email and a District Apple ID account so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email/District Apple ID account is required to remain on the iPads through the course of the school year. All official CCSD electronic communications will be sent via the CCSD student email.

The effective use of email will:

- Develop 21st Century Communication Skills.
- Allow students to develop positive professional relationships with peers and staff.
- Assist in collaboration skills required in careers and higher education settings.

Guidelines and Reminders

- School email accounts should be used for educational use only.
- Students should only have their school email account set up on their iPad. No other personal email accounts should be set up on the iPad.
- ALL communication from students to teachers must be on their school issued email account or through the district’s instructional management system. Personal accounts are not an acceptable means of communication with teachers.

- Email transmissions at school are subject to inspection by teachers and/or administrators as deemed necessary.
- All email and contents are property of the Central Columbia School District.
- Only the authorized user of the account should access, send, and/or receive emails for the account.
- Passwords should be protected and never shared with other students.
- Email accounts should be set up so that the email can be blind carbon copied (Bcc) to the student.

#### Examples of Unacceptable Use

- Non-educational related forwards (e.g. jokes, chain letters, images)
- Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

- Camera

Each student iPad is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills. This feature will be used for educational purposes only. iPads may not be brought into restrooms, locker rooms, or other changing areas. iPads may not be taken to Physical Education classes or other events where physical damage to the iPads would be likely to occur without permission from the teacher. These restrictions are for both sanitation and social health reasons. Inappropriate pictures/video of yourself (selfies) is prohibited.

#### Examples of Use

- Recording and/or taking pictures for project-based learning assessments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally.

*Students are not allowed to take any pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.*

- Listening to Music

- While at school, music apps will be available on student iPads for academic uses only.
- Streaming music is not allowed at school without permission from the teacher.
- Users must follow copyright and other applicable laws.

- Watching Movies

- Watching movies will not be allowed during school hours.
- Video segments required for school use will be allowed on iPads with teacher permission. Students will have access to YouTube with teacher approved video clips being authorized.

- Games
  - Students may not play games on the iPad during school hours unless they are given permission by the teacher AND the game supports education.
  - The content of any games played at home must be school appropriate.
- Student Files and Storage

All students should store their files using District approved file storage resources. Additional data storage, through portable or cloud resources, is at the expense and responsibility of the user. These file storage resources should be setup using the student's CCSD email account and password. If students need additional storage, they can request it via a helpdesk request.
- Printing
  - Printing will not be allowed from the iPads at school.
  - If printing is necessary, students must email the document to their school email account or save to their student network account and print from a computer lab.
- iPad Background

The lock screen picture background will be used by the School District and cannot be changed. Any picture used as the background for a school issued iPad must be school appropriate and align with the Acceptable Use guidelines.
- Plagiarism
  - Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the internet.
  - Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
  - Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
  - Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
  - Plagiarism will be handled according to the school discipline policy on plagiarism. Please see CCSD handbook for the policy.
  - Users must follow copyright and other applicable laws.

#### **48. LIBRARY (MEDIA CENTER) REGULATIONS**

The high school library of today serves as a center for the use of books, audio-visual materials, periodicals, and instructional materials needed in today's school.

The high school library will be open from 7:15 a.m. until 2:45 p.m. unless special arrangements are made ahead of time.

Any student assigned to the library that is found loitering in the corridor or lavatory will lose his library privilege indefinitely. Students who go to the library will stay there for the entire period unless otherwise noted on library pass. When the library is filled to capacity, the librarian will send the extra students back to the auditorium.

The librarian will suspend from the library any student who is guilty of misconduct while in the library. The librarian will report to the office the name of any student who loses library privileges and the student's parent will be notified.

Any student who defaces, destroys, or steals any books, periodicals, or other library material will be assessed the cost of such materials and will be subject to consequences in the code of conduct.

All teachers and students should keep up-to-date on materials that are available in the library. Suggestions and recommendations for additional library materials will be welcomed and appreciated.

No food, drink, or gum is permitted in the library.

Seniors will be placed on the debtor list for lost materials.

#### **49. LITERATURE – PREPARATION AND DISTRIBUTION**

The preparation and distribution of literature, advertisements, or survey forms of a partisan, sectarian, or political organization is forbidden by the Board of School Directors of the Central Columbia School District.

Authorized student publications may be prepared, printed and sold in the school community.

The superintendent may approve the preparation and distribution of literature relating to community welfare.

The student newspaper and student yearbook are school sponsored publications. The high school principal reserves the right to review all school sponsored publications and make changes, if necessary.

#### **50. LOCKERS**

Each student is assigned a hall locker on the first day of school. All lockers are equipped with a combination lock. The student will be given their assigned locker number and combination on their official schedule the first day of school. The Guidance Secretary will keep a record of locker assignments and combinations. There are a limited number of Handicapped Accessible Lockers that will be assigned to students as needed. The Principal or Assistant Principal may examine student lockers upon reasonable suspicion.

#### **51. MAKE-UP WORK**

It is the student's responsibility to satisfactorily complete all homework or special assignments missed during an absence in a reasonable amount of time. Failure to do so may affect the marking period average in a negative manner.

#### **52. MEDICATION**

Central Columbia School District will administer prescribed medication during school hours only when absolutely necessary. In order for this to occur, the parent or guardian must obtain a medication request form from the school nurse. The parent or guardian must complete the form and submit it to the school nurse prior to the administration of the medication. When medication must be given during school hours, designated school personnel will be permitted to administer or supervise the self-administration of the prescribed medication. This medication must be provided in the original labeled pharmaceutical container and delivered to the school nurse by a parent or guardian.

The administration of non-prescription medication adheres to the aforementioned guidelines with the exception of the physician's signature. Permission for the administration of Tylenol and Motrin, available through the health office, is indicated on each student's emergency card by the parent or guardian. Parent/guardian must notify appropriate personnel for medication administration at extra-curricular and co-curricular activities.

### **53. NATIONAL HONOR SOCIETY**

Students must have a cumulative grade point average of 93% or better at the end of their sophomore or junior year. All subjects included on the high school transcript will be used to compute the cumulative grade point average including high school courses that a student takes while enrolled in the middle school. All final examination grades are also included in the cumulative grade point average.

Students must have the recommendation of a minimum of three teachers. These recommendations must be based on school service and citizenship.

A committee must approve potential candidates. This committee shall consist of the advisors, a guidance counselor, and the principal.

Members of the Central Columbia National Honor Society must maintain a cumulative grade point average of 93% or better per each semester of their membership. Upon the first failure to fulfill this requirement, the member will be placed on probation and notified appropriately. A second failure to fulfill the cumulative grade point average requirement will result in dismissal from the National Honor Society.

Any behavior considered to be in opposition of the standards of the National Honor Society will result in dismissal. Such behavior includes cheating and plagiarism.

Members are required to participate in the activities of the National Honor Society. Failure to do so could result in disciplinary action and/or dismissal.

Members are required to complete 15 hours of volunteer service for each full year of membership in the National Honor Society. Failure to do so will result in dismissal.

A member who has been dismissed from the National Honor Society for any reason is never again eligible for membership or its benefits.

### **54. PARENT CONFERENCES**

If the principal deems it appropriate, in terms of serving the best interest of the student, to hold a conference with the parent or guardian, and the student, and the teacher(s), and the counselor, or any of these, arrangements will be made to conduct such a conference.

Parents are encouraged to confer with teachers concerning their children's academic progress or other problems related to school. Teachers have a responsibility to be available during the school day to confer with parents or at a time mutually agreeable outside the regular day.

Parents should call the high school guidance office to schedule conferences with teachers. Conferences should be scheduled during a teacher's planning time, before school, or after school so there is no disruption of the regular classroom instruction.

Teachers are not obligated or expected to schedule parent conferences outside the school unless they wish to do so. Teachers may schedule evening conferences in the school at their discretion.

The principal, assistant principal, and/or a counselor will participate in a teacher-parent conference at the request of either the parent or the teacher. Whenever possible, the student should be present for at least part of the conference.

### **55. PHYSICAL EXAMINATIONS**

Students are only eligible for participation in athletics after they have had a physical examination by a licensed physician of medicine, or osteopathic medicine, a certified nurse practitioner, or a physician assistant. This examination must be completed on or after June 1<sup>st</sup> before the first sports season of the next academic year. If athletes are unable to be examined at this time, arrangements must be made for an examination by the athlete's physician.

Each athlete must have a parent/guardian sign, in full, the athletic waiver form and the physician's certificate. The waiver form and physical card must be returned to the head coach.

#### **56. RELEASING STUDENTS FROM SCHOOL**

Students shall be released from school only to their parents or guardians, or to persons authorized by their parents or guardians.

In cases of illness it shall be determined that the parents or a reliable adult is at home.

The parent shall be notified before any student is released to a police or court official.

Notification from the parent or guardian shall be required for the release of a student for dental or medical appointments during school hours.

Any exception to the above regulations must be with the approval of the superintendent or designee.

Early dismissals must be submitted to the attendance officer before the first period on the day of the early dismissal. Notes from a parent or guardian, or phone calls should include the reasons for early dismissal and, if medical or dental, name the physician or dentist. Early dismissal will be granted for only specific and legitimate reasons. Students are expected to return to school if the appointment is in the morning. Students granted early dismissals from the attendance officer and not returning to school that same day must justify their action to the assistant principal in written form.

#### **57. SCHEDULING CLASSES**

Each student should schedule a minimum of 7.0 credits per year at Central Columbia High School. Students are not permitted to have more than 6 study halls per six-week cycle.

Students will receive their schedules in the summer and have an opportunity to make appropriate adjustments before the start of the school year. After a course has been in session students must carry the course to completion. Students who drop courses will receive a WF grade. Difficulty of a course is not a reason to drop a course.

A student must maintain a full schedule throughout the school year unless the high school principal gives permission for a student to follow a reduced schedule. Students who are removed from a course for disciplinary reasons will receive a failing grade and be placed in a restricted study hall.

Physical education may be waived only by a statement of disability by a medical doctor or the school nurse who will give approval for a temporary excusal from physical education as stated in school policy.

A final average of 77% or better is recommended in order for a student to be eligible to take the second, third, and fourth courses in a series.

Although some colleges do not require a foreign language for admission to certain courses of study, a foreign language is strongly recommended. In some cases, students entering college without credits in a foreign language are required to complete two years of study in a foreign language during their college course. It is possible at Central Columbia to meet these requirements in Spanish and French.

## **58. SCHOOL BOARD MEMBERS**

Mr. Adam Bowman  
Mr. Charles Chyko  
Mr. Steve Crawford - President  
Mr. Robert Fogarty – Treasurer  
Mr. Tyson Hale  
Mrs. Tara Mowery  
Mr. Bruce Rhoads  
Mr. Robert Sitler – Vice President  
Mrs. Elaine Spicher

## **59. SECURITY CAMERAS – BUILDINGS**

Security cameras may be inside and outside of each district operated building. Security cameras are intended to record and discourage acts of misbehavior and security violations.

Video footage identifying acts of misbehavior may be used at conferences with parents and as evidence for disciplinary action.

Video footage may not be viewed by parents.

Video footage may be shared with the legal authorities to document and prosecute acts of misbehavior, vandalism, breaches in security, or other criminal acts.

## **60. SECURITY CAMERAS – BUSES**

Video cameras may be installed in “black boxes” on each bus transporting students. The video cameras are intended to discourage acts of misbehavior and will be used to identify the cause of inappropriate bus conduct.

Video cameras will be installed by the supervisor of transportation or a designee on an “as needed” basis.

Video footage identifying inappropriate bus behavior may be used at conferences with parents and as evidence for disciplinary action.

Video footage may not be viewed by parents.

The school board has adopted a policy that authorizes audio interception on school buses or school vehicles for disciplinary or security purposes.

## **61. SENIOR HONOR STUDENTS**

To be designated an honor student at the end of the senior year a student must have attained at least a 93.00 cumulative scholastic average by the end of the first semester of the senior year. Graduation speakers (top 3 academic students) are determined two weeks prior to the last day of school.

All subjects will be included in the calculation of the final average.

The principal will announce the honor students in alphabetical order one month before the end of school. Students who wish to learn their actual final average and/or class rank should contact their counselor.

The final average will be recomputed and corrected at the end of the year and the corrected final average will be entered in each student’s record.

## **62. STUDENT ASSISTANCE PROGRAM (SAP)**

A Student Assistance Program (SAP) is designed to “identify and refer students at risk for drug and alcohol abuse, suicide, and other emotional problems.” The program simply encourages people who live and work together in the same school to look out for each other—and students and staff are equally important in this matter. The program revolves around a core team of teachers and counselors who have received many hours of training in ways to help people find solutions to their problems.

## **63. STUDENT SEARCHES**

The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.

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

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, concerning the contents of this policy.

The Superintendent or designee shall develop procedures to implement this policy.

The principal or designee shall be present whenever a student locker is inspected, based on reasonable suspicion.

The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the intelligent and voluntary consent of the student.

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules.

The principal shall be responsible for promptly recording in writing each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Students shall assume responsibility for maintaining the security of their lockers.

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

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.



**64. STUDY HALLS**

Study halls are for the purpose of providing a time for students to do assigned class work that cannot be done during regular class time. All study halls are to be conducted as “quiet” study halls so that a proper atmosphere for study will be maintained. No student will be assigned more than two study periods each day and these should not be consecutive periods. Students should report to study halls with their iPad, books, paper, and other study materials as needed.

**65. SUPPORT PERSONNEL**

- Guidance Counselor ----- Mr. Jason Bartholomew
- Guidance Counselor ----- Mrs. Alycia Fairchild
- School Nurse----- Ms. Jan Dubbs
- Community Liaison----- Mrs. Jenn Haubert
- Drug and Alcohol Liaison -----Mr. Jim Murtin
- Paraprofessional -----Mrs. Sherry Fish
- Paraprofessional -----Mrs. Lori Fahrenbach
- Cooperative Education Coordinator -----Mr. Curt Turner
- Auditorium Supervisor -----
- Auditorium Supervisor -----

**66. SUSPENSION AND EXPULSION**

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

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

Exclusion from School – Suspension - The principal or teacher in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the superintendent as soon as possible.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. The parents/guardians and Superintendent shall be notified immediately in writing when a student is suspended.

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

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

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

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The district shall provide for the student's education during the period of in-school suspension.

Expulsion - Expulsion is exclusion from school by the Board for a period exceeding ten (10) school days. The Board may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction.

No student shall be expelled without an opportunity for a formal hearing before the Board or a duly authorized committee of the Board and upon action taken by the Board after the hearing.

Attendance Requirements - A student under seventeen (17) years of age who is expelled is not excused from compliance with the compulsory attendance statute.

The initial responsibility for providing the required education rests with the student's parent/guardian. Parents/Guardians who are unable to provide an education for their student shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty (30) days pass without satisfactory evidence that the required education is being provided, the district shall contact the parent/guardian and make provisions for the student's education.

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

Students with Disabilities -When a student with an Individualized Education Program faces suspension or expulsion, the district shall ensure that it complies with all applicable state and federal laws and regulations and Board policies.

Expulsion Hearings - A formal hearing shall be required in all expulsion actions.

The Board requires that each hearing shall be closed to the public unless the student and/or the parent/guardian request a public hearing.

A formal hearing shall not be unreasonably delayed. If it is not possible to hold a formal hearing within the suspension period, the student shall be placed in his/her normal class, after an informal hearing, unless it is determined that the student would constitute a threat to the health, safety, morals or welfare of others.

The formal hearing shall observe the due process requirements of:

- Notification of the charges in writing by certified mail to the student's parent/guardian.
- Sufficient notice of the time and place of the hearing.
- The hearing shall be private unless the student or parent/guardian requests a public hearing.
- The right to representation by counsel.
- Disclosure of the names of witnesses and copies of written statements or affidavits of witnesses.
- The right to request such witnesses appear in person and answer questions or be cross-examined.
- The right to testify and present witnesses on the student's behalf.
- The hearing shall be held with all reasonable speed.
- Recording of the proceedings by stenographer or tape recorder.
- A copy of the transcript available at the student's expense.
- Adjudication - A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

The Superintendent or designee shall develop rules and regulations.

- Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
- Procedures that ensure due process when depriving a student the right to attend school.
- Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.

- The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board; but such students may be designated by code.
- Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

**67. TARDY POLICY**

Any student reporting to school late more than 2 times per semester, unless excused by the Principal or Assistant Principal, will be subject to the following disciplinary action:

Number of Tardies	Disciplinary Action
1-2	Warning
3	1 Day Community Service / Work Detail / Detention
4	1 Week Community Service / Work Detail / Detention
5 or More	Admin Discretion

## 68. TEACHING STAFF

### BUSINESS/TECHNOLOGY

Mr. Andrew Belolan  
Mrs. Brenda Brewer  
Mrs. Shirley Schrader

### LANGUAGE ARTS

Mrs. Sue Gill  
Miss Kaitlin Magni  
Mrs. Lydia Moyer  
Ms. Julia Otto  
Mrs. Anita Steely  
Mr. Matthew Swinchart

### SOCIAL STUDIES

Mr. Jason Hippenstiel  
Mrs. Holly Hippenstiel  
Ms. Kaitlin Magni  
Mr. Roger Mowery  
Mr. Todd Wolinsky

### MATHEMATICS

Mr. Shane Devlin  
Mrs. Michelle Kepner  
Mr. Bhrett Long  
Mr. Kevin Morgan  
Mr. Jeffrey Osborne  
Mrs. Debra Tomaschik

### SCIENCE

Mr. Lee Ercolani  
Mr. Thomas Gill  
Mr. Gregory Laubach  
Mrs. Susan Repasky  
Mr. Kirk Seesholtz  
Mrs. Kaitlyn Thursby

### WORLD LANGUAGE

Mrs. Amber Bassett  
Mrs. Maria Reese  
Mrs. Jennifer Taylor

### FINE ARTS

Mr. Kevin Haile  
Mr. Kevin Noll  
Mrs. Tara Smargiassi

### PRACTICAL ARTS

Mr. Doug Brown  
Mrs. Kristie Good  
Mrs. Sharon Kerstetter  
Mr. Scott Osborne  
Mr. Eric Smith

### PHYSICAL EDUCATION / HEALTH

Mrs. Andrea Borland  
Mr. Drew Hercik  
Mr. Brian Zysset

### SPECIAL PROGRAMS

Mrs. Wilma Jean Craig, Learning Support  
Mr. Tom Gill, Gifted  
Mr. Nick Karnes, Learning Support  
Mr. Brett Sarnoski, Life Skills  
Mr. Derek Kishbaugh, Alternative Education

### SCHOOL NURSE

Ms. Jan Dubbs

### PARAPROFESSIONALS / AIDES

Mrs. Jennifer Bates, Librarian  
Mrs. Sherry Fish  
Mrs. Lori Fahrenbach

## 69. TECHNOLOGY – ACCEPTABLE USE POLICY

- Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching, daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.
- The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.
- The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.
- The Board establishes that network use is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.
- The Board shall establish a list of materials, in addition to those stated in law, which are inappropriate for access by minors, including:
  - ADULT: Material labeled by its author or publisher as being strictly for adults. (Examples: “Adults Only”, “You must be 18 to visit this site”, “Registration is allowed only for people 18 or older”, “You must be of legal drinking age to visit this site”.)
  - ALCOHOL: Advocating or promoting recreational use of alcohol. (See also “Adults Only”.)
  - CHAT: Chat sites, services that allow short messages to be sent to others immediately in real time. Downloadable chat software. (See also “Moderated”.)
  - DISCRIM: Advocating discrimination against others based on race, religion, gender, ancestry, age, sex, national origin or non-job-related handicap or disability.
  - DRUGS: Advocating or promoting recreational use of any controlled substance. (Also see “Illegal”.)
  - FREEMAIL: Sites that offer e-mail accounts over the Web for free. Such sites can expose users to harmful content delivered via e-mail file attachments. Blocking such sites also helps to enforce local acceptable-use policies when e-mail is already provided locally to users.
  - FREEPAGES: Sites where home page space is offered for free. These sites historically have done nothing to prevent capricious abuse of their services by users who post offensive content under multiple pseudonyms, making them difficult to track. Individual pages that have been reviewed by on such sites are removed from this category but filed under other categories as necessary.
  - GAMBLING: gambling services or information relevant primarily to gambling.
  - GROSS: Bodily functions. Tasteless humor. Some extreme forms of body modification (cutting, branding, genital piercing).
  - ILLEGAL: Advocating, promoting, or giving advice on carrying out acts widely considered illegal. This includes lock-picking, bomb-making, fraud, breaching computer security (“hacking”), phone service theft (“phreaking”), pirated software archives, or evading law enforcement.

- LANGUAGE: Crude, vulgar, or obscene language or gestures.
  - LINGERIE: Models in lingerie (except those that qualify for “Nudity”).
  - NUDITY: Bare or visible genitalia, pubic hair, buttocks, female breast, etc. (See also Swimsuits, Lingerie, Sex, and Pornography.)
  - PERSONALINFO: Sites that gather personal information (name, address, phone number, etc.).
  - PERSONALS: Personal advertisements, including “mail-order brides.” (See also “Adults Only”).
  - PORN: Material intended to be sexually arousing or erotic. (See also “Sex and Nudity”).
  - SCHOOLCHEAT: Any site that promotes plagiarism or similar cheating among students (such as by offering term papers, exam keys, etc.).
  - SEX: Images or descriptions of sexual activity. Any sexual merchandise. Sexual fetishism. (See also “Pornography” and “Nudity”).
  - SUIDER: Information on committing murder or suicide.
  - TOBACCO: Advocating or promoting recreational use of tobacco. (See also “Adults Only”).
  - VIOLENCE: Graphic images or written descriptions of wanton violence or grave injury (mutilation, maiming, dismemberment, etc.). Includes graphically violent games.
  - WEAPONS: Information on use of illegal or terrorist weapons, weapon collecting, or weapon making used specifically for terrorist acts.
- The district shall make every effort to ensure that students and staff use this resource responsibly.
  - Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
  - Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet
  - The building administrator shall have the authority to determine what inappropriate use is.
  - The district shall make every effort to ensure that students and staff use this resource responsibly.
  - The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:
    - Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
    - Maintaining and securing a usage log of activities in general.
    - Monitoring online activities of minors of activities in general.
    - Only the authorized owner of the account shall use network accounts for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system

- Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:
  - Illegal activity.
  - Commercial or for-profit purposes.
  - Product advertisement or political lobbying.
  - Hate mail, discriminatory remarks, and offensive or inflammatory communication.
  - Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
  - Access to obscene or pornographic material or child pornography.
  - Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
  - Inappropriate language or profanity.
  - Transmission of material likely to be offensive or objectionable to recipients.
  - Intentional obtaining or modifying of files, passwords, and data belonging to other users. Impersonation of another user, anonymity, and pseudonyms.
  - Fraudulent copying, communications, or modification of materials in violation of copyright laws.
  - Loading or using of unauthorized games, programs, files, or other electronic media.
  - Disruption of the work of other users.
  - Destruction, modification, abuse or unauthorized access to network hardware, software and files.
  - Degrading or disrupting equipment or system performance.
  - Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
  - Wasting technology resources including bandwidth, file space, and printers.
  - Providing, assisting in, or gaining unauthorized or inappropriate access to the district's technology resources, including any type of voice, video, or data information server.
  - Posting personal communications without the author's consent.
  - Interfering with the operation of the network by installing illegal software, shareware, or freeware.

## **70. TESTING OUT OF COURSES**

Students may test out of a course by proving competency in a particular course.

The student must not have had the course prior to testing out.

The criteria for testing out of a course are established by the teacher and department chairperson. Example – English courses may require composition papers and science courses may require labs.

The permission of the principal, guidance counselor, teacher, department chairperson, and parent are required before the process begins.

A minimum grade of 70% must be achieved to receive credit for the course.

## 71. TEXTBOOKS

Textbooks are provided by the school district for student use. They will be handed out at the beginning of each term to be returned at the end of the term. Each student is expected to take care of his/her textbooks so that only reasonable wear and tear occurs. If a student should lose or damage a textbook, he or she should report that fact immediately, pay for it, and arrange to receive another textbook.

The age of the textbook dictates the percentage of the original cost that the student must pay. The replacement cost for textbooks is as follows:

new book -----	90%
1 year old -----	80%
2 years old -----	70%
3 years old -----	60%
4 years old -----	50%
5 years old or older -----	40%

## 72. TOBACCO USE – STUDENTS

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

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces. For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means. For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

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

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

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

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

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



Superintendent or designee shall document attempts made to reach the parent/guardian. In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.

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

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

### **73. TRANSFERS AND WITHDRAWALS**

The procedure for withdrawing or transferring is as follows:

- Obtain the appropriate form from the guidance office.
- Have the form completed by the teachers, return all books and property, and make sure all fees are paid.
- Take the completed form to the guidance office for final clearance.
- Pick up your immunization records from the school nurse. No transcripts or information will be sent until all obligations are met.

Any student who withdraws and then re-enters retains all obligations (disciplinary and monetary) incurred while enrolled for that school year.

### **74. TRANSPORTATION – SPECIAL REQUEST FORM**

The board of school directors shall provide a system of transportation for all eligible students as mandated.

Supplemental rules and regulations to govern the operation and use of busses in conformity with state statutes and regulations shall be prepared by the superintendent's office and distributed to students and other appropriate persons during the first week of every school year.

Students shall be transported by bus to/from school boarding at the established stop closest to their residence and shall have the same daily pick-up and drop-off point.

Special requests for service to/from allocation other than the stop closest to their residence may be submitted on a district form to the supervisor of transportation by July 15 for the upcoming school year. Approval of forms received after July 15 may be granted for the entire year providing bus space is available and there are no deviations from the present route and stop. The student may return for the closest established stop to their residence during the school year using the same approval process.

Students with place of residence along bus route have priority for assignment.

Any parent and/or guardian may request, in writing to the superintendent, a change family circumstances merit such a change, due to extenuating family circumstances. Extenuating circumstances which occur after July 15 may be: custody change order personal family tragedy, changes in parent/guardian employment which permanently affects school transportation. Parents and/or guardians should be prepared to support these requests with appropriate documentation. The superintendent and/or administrative staff will consider each request and be solely responsible for a decision to change a request for service.

## **75. VISITORS TO THE SCHOOL**

Visitors will only be permitted if there is a sound, educational reason to support it.

All visitors to the school must have prior approval from the high school principal or assistant principal.

Visitors who are permitted to school will sign in at the office. The student is responsible for their guest.

## **76. WEAPONS**

No student shall possess any weapon or replica of a weapon on school property, for school use, or at school bus stops. For purposes of this policy, school premises shall also include field trips, class trips, or any other place a student is representing the school district.

- Weapons shall include, but not be limited to, firearms, ammunition, air guns or spring guns, slingshots, knives, metal knuckles, straight razors, explosives, including firearms, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, spectators, or the general public.
- Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property, school buses, or at school bus stops, is subject to seizure and forfeiture.
- Incidents or students possessing weapons will be reported to the student's parents and to police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. Disciplinary actions shall conform with Act 26 of 1995 (School Code 1317.2) and with Board Policies 113.1, 218, 218.1, 218.2, 226, 233, 805.1
- The superintendent may recommend discipline short of expulsion on a case-by-case basis as specified in School Code Section 1317.2, part 2.6646.5
- An exception to this policy may be made for students participating in an authorized extracurricular activity which includes the use of firearms; e.g., Sportsman's Club. Additionally, if a weapon is to be brought to school for an approved school or school related activity, a parent or guardian must bring the weapon to the school office to be left with an administrator. The parent or guardian must return at the end of the day to retrieve the weapon from the school office.
- A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.
- The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials.
- The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.
- The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.
- Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year.
- Students, staff and parents shall be informed at least annually concerning this policy.

- An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.
- Weapons under the control of law enforcement personnel are permitted.
- In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.
- When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

## **77. COOPERATIVE WORK EXPERIENCE / INTERNSHIP PROGRAM**

The academic regulations for students participating in Cooperative Work Experience and Internship Programs are:

1. Students must maintain an academic schedule approved by the principal and must maintain a passing grade in each subject.
2. Students will not report for work on any school day when they are not in attendance at school except by pre-arrangement with cooperative work experience coordinator or the principal.
3. Students, who receive mid-marking period progress reports indicating failing grades, must improve their grades to passing within two weeks from the date of the progress. Students who have not met this requirement within two weeks will remain in school all day until their names are removed from the progress report list.

Students who receive failing grades at the end of a making period must remain in school until the teacher(s) who gave the failing grade(s) notifies the principal that the grade(s) is passing. If this does not occur within two weeks after the end of the marking period, the student will be removed from the work experience or work release program for the remainder of the semester.

## **78. WORKING PAPERS**

Application for the employment certificate must be picked up in person by the student. The work application requires a parent, guardian or legal custodians' signature, if they are not present, the work application may be taken home to obtain the required signature. After completing the application and obtaining the proper signature, the student will return the work application to the designated secretary at the high school. The issuing officer will complete the BLUE TEMPORARY WORK PERMIT CARD using the information provided on the application, and assign a work permit number from the work permit notebook. The student is then required to sign the completed work permit card, making the work permit valid. Completed applications will be kept on file in the high school office. Who needs working papers? Minors under the age of 18, who have not yet graduated from high school, are required to have a work permit on file with their respective employer.

## **2020 – 2021 COVID-19 Specific Procedures**

1. Arrival at CCHS
  - A. School bus – School buses will drop students off in the bus lane. Students will be released off of the buses in an organized fashion to ensure social distancing. Staff members will ensure that only one or two buses release their students at a time. Students will be directed to enter either the main back door or the trainer’s office door.
  - B. Parent drop off – Parents will drop off HS students either in the MS Drop-Off lot at the back of the school or in the lane directly in the front of the school. Students will be directed to enter either the middle door or the front door.
  - C. Student driver – Students who drive to school will park in the designated area in the front parking lot. Students will be directed to enter either the middle door or the front door.
  
2. Temperature Check
  - A. CCHS staff members will be checking student temperatures outside of the entrance to the 5 doors mentioned above. If a student’s temperature is 100.4° or higher, the student will not be permitted to enter the building. The school nurse will be notified and will escort the student to the nurse’s office for further evaluation.
  
3. Entering the Building
  - A. Upon entering the building, students will proceed directly to their 1<sup>st</sup> period classroom/area. In order to observe social distancing, students will not be permitted to congregate in common areas such as the auditorium lobby or the hallways.
  - B. The exception to this regulation is the student who would like to purchase breakfast in the cafeteria. Students who purchase breakfast in the cafeteria are permitted to remain there to eat their breakfast. In order to observe social distancing, students must sit at seats labeled with a blue jay head. Once they are done, they will report to first period.
  
4. Changing Classes
  - A. The daily bell schedule has been adjusted to allow more time between classes. The goal of this change is to have fewer students in the hallways between classes. Students will be dismissed from class in a staggered manner. Classroom teachers will divide their students into two groups – an ‘A’ group and a ‘B’ group. The teacher will dismiss the ‘A’ group at the bell. The teacher will then wait two minutes and dismiss the ‘B’ group. The teacher may alternate which group is dismissed first each day.
  - B. Hallways and stairs are labeled with floor markings indicating where students should walk. Generally speaking, students will be asked to walk on the right side of the hallway or stairs. Students will be asked to observe social distancing while walking in the building.

5. Lunch

- A. Students who purchase their lunch from the school will eat in the cafeteria. In order to observe social distancing, spaced-out seats have been marked with Blue jay heads. Students should sit at one of these seats.
- B. Students who 'pack' their lunch will eat in the auxiliary gym (turf room). These students will report directly to the auxiliary gym and will sit in the designated area at spaced-out seats.
- C. Weather permitting, Senior students who purchase lunch from school or pack their lunch may eat outside in the courtyard. The lawn furniture in the courtyard will be spaced-out.

6. Dismissal

- A. The daily bell schedule has been adjusted to allow more time for dismissal. The goal of this change is to lessen the number of students in the hallways. Students will be dismissed from class in a staggered manner based on whether they ride the bus, get picked up by a parent, drive themselves, or stay after for an activity. Students who get picked up by a parent, drive themselves, or are an out of district student (339) will be dismissed at 2:40. Bus riders and all other students will be dismissed at 2:45. Students will be asked to observe social distancing while walking through and exiting the building and there should be no lingering or congregating in the parking lots.

7. Masks

- A. All students will be required to wear masks while on school grounds, including bus stops, buses, parking lots, and in school buildings. Students are permitted to wear cloth/fabric masks or gaiters. Students may wear face shields, but they must wear a mask under the face shield.
- B. The exceptions to this requirement are students with documented health conditions. In order for a student to be exempt from wearing a mask, the student's parent/guardian must submit a medical note from a doctor. The parent must submit that document to the school nurse, who will keep a copy on file.
- C. There will be multiple mask breaks throughout the day.