



**CORRY AREA MIDDLE-HIGH SCHOOL/CTE**  
**STUDENT CODE OF CONDUCT**  
**2022 - 2023**

534 EAST PLEASANT STREET  
CORRY, PENNSYLVANIA  
814-664-4677

**ADMINISTRATION**

**CENTRAL**

Mrs. Sheri Yetzer, Superintendent  
Mr. William West, Director of Secondary Education  
Mrs. Amy Helsley, Director of Special Education  
Mrs. Mandi Johnson, Coordinator of Student Transportation

**SECONDARY ADMINISTRATORS**

Mr. Andrew R. Passinger, High School Principal  
Mr. Lee C. Swartzfager, Middle School Principal  
Mrs. Susan E. Bogert, Supervisor of Vocational Education  
Ms. Susan A. Brown, Middle-High School Assistant Principal  
Dr. Michele A. Miller, Middle-High School Assistant Principal

**SCHOOL RESOURCE OFFICER**

Corporal Richard Bayhurst

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## **SAFELINE – BULLYING REPORTING**

Resource to assist youth who are victims of bullying or dealing with other difficult situations: Anonymous and Confidential Reporting Phone Number: 814-456-SAFE  
Or report incidents to:  
Any Building Administrator or to the School Resource Officer

## **NOTICE OF NON-DISCRIMINATION**

The Corry Area School District is an equal opportunity education institution and does not discriminate in employment, educational programs or activities based on race, color, religion, ethnicity, national origin, sex, gender, gender identity and expression, sexual orientation, age or disability, because a person is a disabled veteran or veteran of the Vietnam Era or any other legally protected class, or for engaging in any other protected activities. The District does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX, including in admission and employment practices. Additionally, the District provides equal access to Boy Scouts and other designated youth groups. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act, Title II of the Americans with Disabilities Act and the Boy Scouts of America Equal Access Act.

Inquiries pertaining to discrimination on the basis of disability or alleged violations of Section 504 may be made by contacting the District's Section 504 Compliance Officer, Mrs. Amy Helsley, Director of Special Education, 540 East Pleasant Street, Corry PA, 16407, [ahelsley@corrysd.net](mailto:ahelsley@corrysd.net), (814) 664-4677.

All other inquiries implicating the other protected classes and laws listed above should be directed to the District's Title IX Coordinator, Mr. Bill West, Director of Secondary Education, 540 East Pleasant Street, Corry, PA 16407, [bwest@corrysd.net](mailto:bwest@corrysd.net), (814) 664-4677. Complaints of discrimination may also be referred to the Assistant Secretary of the U.S. Department of Education.

The grievance procedure for reporting incidents is outlined specifically in District Board Policies 103 "Discrimination/Title IX Sexual/Harassment Affecting Students" and 104 "Discrimination/Title IX Sexual Harassment Affecting Staff," copies of which are available on the website at [www.corrysd.net](http://www.corrysd.net).



Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

## **Introduction**

This book is to be used as a tool for students and parents. The general policies, procedures, and guidelines in this manual provide a guide so that students who attend this building are safe and successful. If any provisions of the Code of Conduct are in conflict with CASD Board Policy that is dated or was amended after the effective date of this Code of Conduct, the CASD Policy takes precedence. Please read this manual thoroughly and familiarize yourself with its contents. The school/principal retains the right to amend this handbook with just cause. In such a case, parents and students will be given prompt notification of changes made.

## **Rights and Responsibilities**

All students, parents/guardians, staff, and the community have a civic duty to promote school safety. Any knowledge of a pending threat of school-related violence or crime should be reported immediately to school officials or a responsible adult.

It shall be the responsibility of the student to: CASD Policy 235

1. Be aware of all policies, rules and regulations for student behavior and conduct himself/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies, and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Students who abide by and accept accountability for the above responsibilities need not be concerned about detailed procedures for enforcing these policies; however, such procedures can be found within this manual.

We understand that these policies cannot detail every potential problem area; therefore, the administration retains authority to make reasonable disciplinary recommendations, based on individual cases as circumstances may warrant.

### **School-Wide Positive Behavior Intervention and Support**

The Corry Area Middle-High School implements a behavior initiative called School-Wide Positive Behavior Intervention and Support (SWPBIS). SWPBIS is a research and systems-based proactive approach to teach, monitor, and support appropriate school behavior for students. SWPBIS emphasizes a positive school climate for achieving important social and learning outcomes for students. The SWPBIS expectations at Corry Area Middle-High School are: Be Respectful, Be Responsible, and Be Ready. The abbreviated form is “Be x 3!” A “SWPBIS Behavior Matrix” clearly identifies behavior expectations for students in school-wide locations. Listed below are the SWPBIS behavior expectations at Corry Area Middle-High School categorized by location.

#### **Be Respectful**

##### **Hallway**

1. Use quiet and appropriate language
2. Be courteous to all staff and students
3. Maintain personal space
4. Keep the hallways clean

##### **Cafeteria**

1. Use quiet and appropriate language
2. Be courteous to all staff and students
3. Keep the cafeteria clean

##### **Transportation**

1. Use quiet and appropriate language
2. Be courteous to all staff and students
3. Maintain personal space
4. Keep the buses clean

##### **School Events/Field Trips**

1. Use quiet and appropriate language
2. Honor and be courteous to others
3. Clean up after yourself

**Restrooms/Locker Rooms**

1. Use quiet and appropriate language
2. Be courteous to all staff and students
3. Maintain personal space
4. Keep the restrooms/locker rooms clean

**Be Responsible****Hallway**

1. Keep hands, feet, and objects to yourself
2. Walk appropriately
3. Always carry a hall pass

**Cafeteria**

1. Keep hands, feet, and objects to yourself
2. Walk appropriately
3. Remain in your seat

**Transportation**

1. Keep hands, feet, and objects to yourself
2. Walk to and from the bus
3. Remain in your seat
4. Follow directions
5. Cross only at the corners

**School Events/Field Trips**

1. Keep hands, feet, and objects to yourself
2. Walk appropriately
3. Follow directions

**Restrooms/Locker Rooms**

1. Keep hands, feet, and objects to yourself
2. Follow proper hygiene procedures
3. Flush toilet

**Be Ready****Hallway**

1. Plan your transitions to be on time to class
2. Keep to the right and keep moving

**Cafeteria**

1. Be on time
2. Finish your food and drink in the cafeteria
3. Stay in the cafeteria during designated time

**Transportation**

1. Be on time
2. Be helpful to others

**School Events/Field Trips**

1. Be on time
2. Stay in designated area

**Restrooms/Locker Rooms**

1. Ask permission at appropriate times
2. Return to class in an efficient manner

**FERPA**

Family Educational Rights and Privacy Act (FERPA) is a federal law giving access rights to parents/guardians to their children's educational records. FERPA give the parents the right to inspect all records maintained by the school upon request. This law also limits the access of these records to those in the school who have "legitimate educational interest."

**THE NORTHWEST TRI-COUNTY INTERMEDIATE UNIT, ITS MEMBER SCHOOL DISTRICTS, CHARTER SCHOOLS and PRIVATE REHABILITATION RESIDENTIAL INSTITUTIONS (PRRIs) Hereby Provide Annual Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1) The right to inspect and review the student's education records within 45 days of the day the Local Education Agency (LEA) receives a written request for access. The supervisor of student records will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. The parents or eligible students should write the supervisor of student records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the LEA decides not to amend the record as requested by the parent or eligible student, the LEA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The LEA maintains a list of these school officials. Another exception permits the disclosure of LEA educational records without consent to officials of another school in which a student seeks or intends to enroll. It is the policy of the LEA to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520 Or call 1-800-872-5327.

## **LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS – CASD POLICY 138** **Identification and Placement of EL Students**

The district shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. In order to identify which students are potential English Learners, the Home Language Survey shall be completed for each student upon enrollment in the district, and shall be maintained as part of the student's education records.

EL students shall be appropriately placed in accordance with the LIEP within the first thirty (30) days of the school year, or within fourteen (14) days of enrollment.

### **Program Access**

EL students shall have equitable access to and be encouraged to participate in all academic and extracurricular activities available to district students.

### **Assessment**

The district shall annually administer required assessments to EL students to measure students' English Language proficiency and progress in reading, writing, speaking and listening/understanding. Assessment results shall be maintained in the student's education records. Parents/Guardians may not opt students out of English language proficiency assessments.

EL students shall participate in all annual state or locally required assessments, with accommodations where applicable, and meet established academic standards and graduation requirements, in accordance with law, regulations and Board policy.

### **Program Exit**

The district shall include uniform provisions in the LIEP, in accordance with state required criteria, for:  
Reclassifying EL students as former EL students when they attain English language proficiency.

Actively monitoring and reporting the progress of former EL students for a period of two (2) years following reclassification and program exit.

Redesignating former EL students as active EL students if they struggle academically based on persistent language barriers.

### **Staff Qualifications and Professional Development**

Certified employees and appropriate support staff, when necessary, shall provide the LIEP. The district shall ensure that all teachers providing ELD instruction hold the appropriate certification and can demonstrate academic language proficiency both in English and in the language used for instruction in their classroom.

Non-ESL staff shall incorporate ELD into all classes for EL students, as well as provide supports, modifications and accommodations for curricular content to enable EL students to achieve academic standards.

The district shall provide appropriate training in ELD for all professional staff as part of the Professional Development Plan.



## **Special Education and Gifted Education Services**

EL students may be eligible for special education services when they have been identified as a student with a disability and it is determined that the disability is not solely due to lack of instruction or proficiency in the English language.

EL students may be eligible for gifted education services, when identified in accordance with law, regulations and Board policy. The district shall ensure that assessment of a student for gifted education services screens for intervening factors, such as English language proficiency, that may be masking gifted abilities.

Students participating in ELD instruction who are eligible for special education services shall continue receiving ELD instruction, in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Plan (GIEP), at the appropriate proficiency and developmental level.

## **Parent/Family Engagement and Communication**

Communications with parents/guardians shall be in the mode and language of communication preferred by the parents/guardians.

Within thirty (30) days of the beginning of each school year, or within fourteen (14) days of enrollment during the school year, the district shall notify parents/guardians of students identified as EL about the process for identifying their children as EL, the results of that process, and the recommended program placement. The district shall also provide parents/guardians with detailed information regarding the LIEP, the benefits of ELD instruction for their children, and an explanation of the program's effectiveness.

Parents/Guardians shall be regularly apprised of their child's progress, including achievement of academic standards and assessment results. The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

## **Parental Right to Opt Out of ELD Programs and Services**

Parents/Guardians of EL students have the right to refuse specialized programs and services that may be part of the LIEP for their child. A parent's/guardian's decision to refuse programs or services must be informed and voluntary; the district shall not influence a parent's/guardian's decision in any way, or make any program or placement determinations without parental notification and an opportunity to opt the student out of programs and services.

The district shall make a parental waiver form available for parents/guardians to opt their EL child out of ELD programs and services.

The district shall document all notifications made to parents/guardians regarding assessment and recommended placements and programs for EL students, and whether or not a parental waiver form is received. When a waiver form is not received from the parent/guardian, the district shall proceed with the recommended placement.

EL students who have a parental waiver for ELD programs and services shall be assessed on English language proficiency annually, and shall be provided with supports and accommodations to participate in general curricular and extracurricular programs, in order to meet academic standards and graduation requirements.

Parents/Guardians of EL students who have been opted out of ELD programs and services shall be notified of their child's progress, including achievement of academic standards and assessment results, and shall be provided with opportunity and a form to opt their child back into ELD programs and services.

## **Gifted Services**

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

## **Attendance Procedures and Guidelines – CASD POLICY 204**

“Attendance” is the presence of a student on days school is in session. “Absence” is the failure of a student to attend school on those days, half days and hours school is in session. Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session, except when the absence is “excused” as set forth below.

**POLICY STATEMENT:** The Board of Directors of the Corry Area School District requires that school-aged students enrolled in the schools of this District attend school regularly in accordance with Pennsylvania law. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. The Board believes there is an educational nexus between classroom presence and achievement and that class attendance is relevant to the pupils’ overall performance, achievement, and academic success. It is the policy of the Board that pupils who are “truant” or have missed class due to unexcused absences shall receive no credit for work or tests missed on the unexcused days, provided, however, the Administration in each building has the discretion to award credit to individual students who are involved in the truancy system and, as a result, have participated in “extra-help” nights at school.

### **DEFINITIONS:**

1. “Citation” shall mean a non-traffic citation or private criminal complaint.
2. “Compulsory school age” shall mean the period of a child’s life from the time the child’s parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. According to the Pennsylvania State Supreme Court in *Commonwealth v. Kerstetter*, 2014 PA LEXIS 1500 (Pa., June 16, 2014), although parents are not required to enroll their child in kindergarten, once the election to enroll a child in school (including kindergarten) is made, the child is subject to the School Code’s compulsory attendance requirements.
3. “Court” shall mean a magisterial district court or a court of common pleas.
4. “Excused absence” shall mean an absence from school which is permitted under this Attendance Policy. Excused absences include:
  - a. Illness – If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or other school official, the student’s absence from school shall be deemed excused.

If a student is unable to attend school due to illness, the student shall submit to the District a written excuse from either his/her parent or licensed practitioner of the healing arts within three (3) school days after the absence. Failure to submit a written excuse within this time frame shall result in the absence being recorded as unexcused.

If a student accumulates more than ten (10) absences due to illness during one school year, the school administration shall require the student to provide a medical statement or excuse from a licensed practitioner of the healing arts for every subsequent absence due to illness. Failure to provide the requested medical excuse shall result in such absence being classified as unexcused. The District will send a notification to the parent/guardian/person in parental relation notifying the family of the future implementation of the “10-day rule” once a student has accumulated ten (10) absences due to illness during the school year.

- b. Death in the family, to allow for student to attend funeral or burial services.
- c. Religious holidays and religious instruction (with religious instruction limited to a total of not more than 36 hours per school year).
- d. Emergency – school administrators will determine whether a specific circumstance qualifies as an “emergency” on a case-by-case basis.

- e. Delay or absence of school bus.
  - f. Educational tour/trip/high school shadowing experience.
  - g. Family trips – Special permission is required for students to take family trips during the school year. Parents are strongly encouraged **NOT** to take family educational trips during the scheduled school year. However, if an educational trip must be scheduled during the school year, a form must be obtained from the school office and completed a week prior to the trip. Please understand that trips are limited to a total of five (5) school days. The Administration will review the trip and take into consideration the following when determining if the trip is approved: The student must have been absent less than five (5) days in the school year, excluding medical; be passing all of their courses; and have less than five (5) days of ISS and/or OSS. Missed assignments must be completed within five (5) days of returning. Trips will not be approved during the scheduled State assessments (PSSA and Keystones) and during the last ten (10) days of school. Any work that is not made-up will result in a score of zero by the teacher. Family trips that are not preapproved by the Administration shall result in the student’s absence being recorded as unexcused.
  - h. Court appearance.
  - i. Dental, medical and therapy appointments – Students who need to leave school for the purpose of obtaining professional health care, dental care, or therapy service rendered by licensed practitioners shall submit a note from the parent and/or an appointment card from the doctor/dentist/therapist to the school office prior to the appointment. **Students/parents/guardians are asked to schedule medical appointments after school as much as possible.** The student must obtain written proof from the doctor/dentist that he/she appeared at the appointment, which **must be returned to the Attendance Office upon the student’s return to school, or the absence from school will be considered UNEXCUSED. Students must come to school prior and return to school after their scheduled appointment. Leaving unreasonably early or returning unreasonably late from these appointments will be considered unexcused absences from school.**
  - j. Weather emergency – If the Superintendent orders the schools closed, parents are not required to send a written excuse for their child’s absence on that day. If the Superintendent makes a public announcement that parents may use their discretion whether to send their child to school, parents/guardians may make the determination whether to have their child attend school. If the child misses school on an official “parent/guardian discretion day,” the parent/guardian must send a written excuse regarding that weather-related absence with their child upon the child’s return to school. Failure to send a written excuse in these circumstances will result in the absence recorded as unexcused.
  - k. Pennsylvania Agricultural Fair Act trips – as required by Section 1329(b) of the Pennsylvania Public School Code, students may be excused for participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act, 3 P.S. §1505.
  - l. College visitation with documentation.
5. “Habitually truant” shall mean six (6) or more school days of unexcused absences during the current school year by a student who is of compulsory school age.
  6. “Offense” shall mean each citation filed by the District with the Court for a violation of the requirement for compulsory school attendance requirements regardless of the number of unexcused absences alleged in the citation.
  7. “Person in parental relation” shall mean a:
    - a) Custodial biological or adoptive parent.
    - b) Noncustodial biological or adoptive parent.
    - c) Guardian of the person of a child.
    - d) Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa.C.S. § 6302.

8. "School" shall mean the educational entity in which the child is enrolled.
9. "School attendance improvement conference" shall mean a conference in which the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. A "School Attendance Improvement Plan" will be drafted at this conference. The following individuals shall be invited to the school attendance improvement conference:
  - a) The child.
  - b) The child's person in parental relation.
  - c) Other individuals identified by the person in parental relation who may be a resource.
  - d) Appropriate school personnel.
  - e) Recommended service providers.
10. "School attendance improvement plan" shall mean a plan developed during the school attendance improvement conference, the purpose of which will be to identify the factors causing the truant behaviors and strategies which are intended to result in more regular attendance patterns.
11. "School day" shall mean the length of time that a compulsory school aged child is expected to be receiving instruction during a calendar day. The District has determined one school day is comprised of 330 minutes in grades 7-12 and 300 minutes in grades K-6.
12. "School-based or community-based attendance improvement program" shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth establish pursuant to Article XIX-C of the Pennsylvania Public School Code.
13. "Truant" shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a compulsory school aged child.
14. "Unexcused absence" shall mean an absence from school which does not fall into one of the "excused absence" categories and/or for which a written explanation has not been submitted within the time period and in the manner required by the District in this Attendance Policy. An out-of-school suspension is not considered an unexcused absence. Students will receive no credit for work/assignments/tests which are due or are taken on dates that are unexcused, except for when the building administrator grants an exception on a case by case basis when a student is involved in the truancy process and has participated in "extra-help" programs at the school. Students who accumulate more than twenty (20) unexcused absences during their senior year may not walk during the graduation ceremony, although the Building Principal may make exceptions on a case by case basis when/if the student breaks the pattern of absences and goes a period of time with regular attendance.

**EXCUSED ABSENCES: A student's absence will be considered "excused" only if it falls within one of the categories defined above. The following procedure shall be followed when a student is absent from school:**

15. Parents/guardians are requested to call their student's School Attendance Office by 9:00 a.m. on the day their student is absent to report all excused absences or tardies.
16. Within three (3) school days from when a student returns to school after an absence, he/she must present a written excuse from a parent/guardian (or physician) to the school's designated attendance officer.
17. The written excuse shall provide the student's full name, grade, list the dates of absence and an explanation of the reason(s) for the absence. The parent/guardian must sign and date the written excuse.
18. Upon receipt of the required written excuse in the mandatory time frame, the absence will be recorded as a "legal

absence.” Building Principals may use discretion to extend the 3-day time frame for submitting excuses for extenuating circumstances, on a case by case basis but in no event may a Building Principal accept excuses later than ten (10) calendar days from the date of the student’s return from the absence.

The following reasons for absences are NOT legal and shall NOT count as “excused” absences: family vacations, personal business (work/hair appointments/shopping), oversleeping, missing the bus, car problems, hunting, babysitting siblings or others, senior skip day, general excuses (such as “out of town,” “at an appointment,” or “family emergency”). Building administrators will contact parents/guardians to gain further explanation of general excuses.

\*Please note that students who are absent, even with an excuse, may not participate in any type of school activity the day of their absence.

**UNEXCUSED ABSENCES OF COMPULSORY SCHOOL-AGED STUDENTS AND TRUANCY VIOLATIONS: Repeated unexcused absences or their equivalent (unexcused tardy minutes or unexcused minutes of class cuts) constitute “truancy” and will result in the referral of the student and his/her persons in parental relation to Court for violation of compulsory attendance laws.**

Compulsory aged students must comply with the compulsory education/truancy provisions of the Pennsylvania School Code.

The following procedures shall be followed in accordance with mandatory Pennsylvania law:

19. Truant Students. When a student acquires three (3) or more days (or their equivalent) of unexcused absences during the current school year, she/he is considered “truant.”

- A. Within ten (10) school days of the student’s third unexcused absence, the District will notify in writing the person in parental relation with the student who resides in the same household as the student of the student’s compulsory school attendance violation. This written Truancy Notice shall:
  - i. Include a description of the consequences that will follow if the student becomes habitually truant (described below); and
  - ii. Schedule a School Attendance Improvement Conference.

When the Truancy Notice is transmitted to a person who is not the parent of the student, the Truancy Notice shall also be provided to the student’s parent if the parent’s mailing address is on file with the District and the parent is not precluded from receiving the information by court order.

- B. The School Attendance Improvement Conference:
  - i. Relevant school officials and recommended service providers, the person in parental relation with the student who resides in the same household as the student, the student’s parents (if possible), and any other relevant individuals shall meet to discuss the reasons for the student’s absences in an effort to improve attendance and to create a written School Attendance Improvement Plan (“SAIP”).
  - ii. The Conference shall occur even if the person in parental relation with the student and/or parents decline to participate or fail to attend the scheduled conference. The District officials present at the **conference will proceed to discuss the student’s attendance and will draft the SAIP** and shall then provide copies of the SAIP to the student, the person in parental relation with the student who resides in the same household as the student, and the student’s parents if parents’ mailing address is on file with the District and the District can share the information with the parent/s.
  - iii. Compulsory school attendance/truancy prosecution shall not take place until the Conference takes place and the SAIP is completed.

20. Habitually Truant Students. Students are deemed to be “habitually truant” when they have acquired six (6) or more days of unexcused absences in the current school year. The procedures followed depend on whether the student is 14 years and younger or 15 years and older:

- A. Procedure for Habitually Truant Students Fourteen Years Old and Younger: If a student has acquired six (6) or more unexcused absences in the current school year and after the SAIP was completed at the Conference, the District shall:
- i. Refer the student to:
    - a) a school-based or community-based attendance improvement program, or
    - b) the Erie County Office of Children and Youth (or its child youth services equivalent in other counties) for services or possible disposition as a dependent child under 42 Pa. C.S. Ch. 63 (relating to juvenile matters). When/if the District refers the student to OCY/CYS for this purpose, the District must provide verification to OCY/CYS that the School Attendance Improvement Conference was held.
  - ii. File a citation in the office of the appropriate Judge against the person in parental relation who resides in the same household as the student, provided, however, the Building Administrator may take extenuating circumstances into account and determine not to file a truancy citation on a case-by-case basis.
- B. Procedure for Habitually Truant Student Aged Fifteen (15) Years or Older: If a student has acquired six (or more) unexcused absences in the current school year and after the SAIP was completed at the Conference, the District shall:
- i. Refer the student to a school-based or community-based attendance improvement program or service, if one is appropriate and available in the opinion of the Building Administrator.
  - ii. File a citation in the office of the appropriate Judge against the child or against the person in parental relation who resides in the same household as the child, provided, however, the Building Administrator may take extenuating circumstances into account and determine not to file a truancy citation on a case-by-case basis.
  - iii. If the Building Administrator does refer the student to a school-based or community-based attendance improvement program and the student either refuses to participate in that program and/or continues to incur additional unexcused absences after the referral, the District may refer the student to the Erie County Office of Children and Youth (or its children and youth services equivalent in other counties) for possible disposition as a dependent child under the provisions of 42 Pa. C.S. Ch. 63. When/if the District refers the student to OCY/CYS for this purpose, the District must provide verification to OCY/CYS that the School Attendance Improvement Conference was held.
- C. Truancy Citations: When the District files truancy citations regarding a student’s habitual truancy, the following shall occur:
- a. The citation shall be filed with the Judge based on the location of the school in which the student is enrolled. The school must provide verification that a School Attendance Improvement Conference was held.
  - b. When a truancy citation is filed against a student and/or a person in parental relation who resides in the same household as the child, the Judge (not the District) shall send written notice of the truancy hearing to the school, to the person in parental relation and to Erie County Office of Children and Youth (or its children and youth services equivalent in other counties).
  - c. At the truancy hearing:
    - i. The District has the burden of proving beyond a reasonable doubt that, while subject to compulsory school attendance, the student was habitually and without justification truant from school.
    - ii. It is an affirmative defense to a truancy citation filed against a person in parental relation

- who resides in the same household as the student if the person in parental relation to the student took every reasonable step to ensure attendance of the student at school.
- iii. The District, to the extent possible, shall inform the Judge of any prior conviction of the child or person in parental relation who resides in the same household as the student for a violation of compulsory school attendance laws. The District, student, and person in parental relation will be given an opportunity to present relevant information to the Judge, specifically including the student's attendance after the citation was filed and while the proceeding is pending.
  - iv. The Judge will issue a decision on the evidence established whether the student or person in parental relation has violated the compulsory school attendance requirements of the School Code.
- d. Filing subsequent truancy offenses after the initial truancy hearing: No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of compulsory school attendance if any of the following circumstances apply:
- i. The initial truancy proceeding is already pending against the student or a person in parental relation with the student who resides in the same household as the student and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the student or person in parental relation to appear before the court and the warrant has not yet been served.
  - ii. A referral for services has been made to the Erie County Office of Children and Youth (or CYS) and OCY/CYS has not closed the case.
  - iii. A petition has been filed alleging the child is dependent due to being habitually truant under 42 Pa.C.S. Ch. 63 (relating to juvenile matters) and the case remains under the jurisdiction of the juvenile court.

**D. Penalties for Violating Compulsory School Attendance Requirements.**

- e. Both a student or a person in parental relation who resides in the same household as the student may be convicted of a truancy violation. In such case, the following penalties may be ordered by the Judge:
  - i. sentenced to pay a fine for the benefit of the school that is responsible for the truancy proceedings in an amount not exceeding three hundred dollars (\$300) together with court costs except that, in the case of a second offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding five hundred dollars (\$500) together with court costs and, in the case of a third or subsequent offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding seven hundred and fifty dollars (\$750) together with court costs;
  - ii. sentenced to perform community service; or
  - iii. required to complete an appropriate course or program designed to improve school attendance which has been approved by the president judge of the judicial district.
- f. The Judge may suspend the sentence of a person convicted of an offense and may remit or waive fines and costs if the student attends school in accordance with a plan devised by the Judge.
- g. Upon a second or subsequent conviction of a student or a person in parental relation with the student who resides in the same household as the student for a violation of the requirements of compulsory school attendance in a Court within this Commonwealth within a three-year period, the Court shall refer the child for services or possible disposition as a dependent child under 42 Pa.C.S. Ch. 63.
- h. Upon failure of a person to satisfy the penalty of a fine imposed by the Court under Paragraph a, above, the person in parental relation may be found in contempt of court and, upon conviction, may be sentenced to the county jail for a period not to exceed three (3) days in any one case. The Court shall make such a determination based on specific finding that the person in parental relation had reasonable ability to comply with the penalty imposed and that noncompliance was willful. The following shall apply:
  - i. In the case of a student, the failure to satisfy a fine or costs imposed under this section shall not be considered a delinquent act.

- ii. The president judge of a judicial district may adopt a local policy under 42 Pa.C.S. § 6304 (relating to powers and duties of probation officers) and the Pennsylvania Rules of Juvenile Court Procedure to provide that a juvenile probation officer may receive allegations that the student who fails to satisfy a fine or costs imposed under this section is dependent for the purpose of considering the commencement of proceedings under 42 Pa.C.S. Ch. 63.
- i. If a student is convicted of a violation of the compulsory school attendance requirements, the Court may send the Pennsylvania Department of Transportation a certified record of the conviction on a form prescribed by the Department only if the student fails to comply with a lawful sentence entered for the violation and is not subject to an exception to compulsory attendance pursuant to Section 1330 of the School Code.
- j. The Department of Transportation shall suspend for ninety (90) days the operating privilege of a student upon receiving a certified record that the student was convicted of a summary offense under the compulsory school attendance requirements. If the Department of Transportation receives a certified record of a second or subsequent conviction of a student pursuant to this section, the Department shall suspend the student's operating privilege for six (6) months.
- k. A student whose record is received by the Department of Transportation as described above and who does not have a driver's license shall be ineligible to apply for a driver's license under 75 Pa.C.S. § 1505 (relating to learners' permits) and 1507 (relating to application for driver's license or learner's permit by minor) for the time period specified in Paragraph 4(f) above. If the student is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. § 1541 (relating to period of disqualification, revocation or suspension of operating privilege) for the time specified in Paragraph 4(f).
- l. A student whose driving privileges have been suspended or whose eligibility for a permit or license is delayed under this section may have that license or eligibility restored by providing the Department of Transportation with a form developed by the Department of Transportation containing the following information in the form of a certified record from the student's school that the student:
  - i. has attended school for a period of at least two (2) months after the first conviction or four (4) months after the second conviction without an unexcused absence or unexcused tardy;
  - ii. is subject to an exception to compulsory attendance under Section 1330 of the School Code; or
  - iii. has graduated, withdrawn from school pursuant to compulsory attendance requirements under Section 1327 of the School Code, has received a general education diploma, or has enlisted in the military.
- m. Expungement of Record for Student Under Certain Conditions. Upon application from a student who has a conviction of a summary offense of compulsory school attendance violations, the Court shall grant an expungement of the conviction from the student's record if all of the following apply:
  - i. The student has earned a high school diploma, a Commonwealth secondary school diploma or another Department of Education-approved equivalent, or is subject to an exception to compulsory attendance under Section 1330 of the School Code.
  - ii. The student has satisfied any sentence imposed by the court with respect to the conviction, including payment of fines and costs.

If the Court grants an expungement as described under Paragraph 4(i), the Court shall order the Department of Transportation to expunge all administrative records related to the convictions.

E. Local School District Consequences for Excessive Unexcused Absences

- n. Students who accumulate ten (10) unexcused absences during one school year will no longer be eligible to participate in and/or attend all extracurricular activities and clubs, including but not limited to: field trips, participating in all athletics and other extracurricular activities, attending (as a spectator) all athletics and other extracurricular activities, dances, etc. However, after a period of improved attendance, the Building administrator has the discretion to reinstate a student's privileges to participate in and/or attend extracurricular activities and clubs.



**UNEXCUSED ABSENCES FOR STUDENTS BEYOND COMPULSORY SCHOOL AGE:** (students 18 years or older): Students who are beyond compulsory school age are not subject to the truancy provisions of the Pennsylvania Public School Code. However, these students are subject to the following rules related to attendance:

- o. Students who have missed days of school or specific classes for reasons that are not considered “excused” shall receive no credit for work or tests missed on the unexcused days of classes.
- p. Students who accumulate ten (10) unexcused absences during one school year will no longer be eligible to participate in and/or attend all extracurricular activities and clubs, including but not limited to: field trips, participating in all athletics and other extracurricular activities, attending (as a spectator) all athletics and other extracurricular activities, dances, etc. However, after a period of improved attendance, the Building administrator has the discretion to reinstate a student’s privileges to participate in and/or attend extracurricular activities and clubs.

**ATTENDANCE FOR STUDENTS ON HOME TUTORING PENDING EXPULSION:** For students who are on out-of-school suspension pending expulsion, the District considers those students legally absent from school for those ten days of suspension. Students will receive home tutoring services after the tenth day of suspension until they return to school or until they begin their expelled placement. One hour of home tutoring is the equivalent of one day of attendance at school, and a student’s attendance record will reflect that. A student’s failure to attend or participate in one hour of home tutoring shall be considered one unexcused day of absence, unless the parent/guardian submits an excuse for that absence consistent with the District’s Attendance Policy.

**Compulsory school attendance (truancy) rules apply to students on home tutoring. This means a student’s failure to participate in three hours of home tutoring without a legitimate excuse for those absences will equate to three days of unexcused absences, triggering the truancy provisions outlined in the Attendance Policy.**

**MAKE-UP-WORK:** In the case of excused absences, the student shall be expected to make up any assignments or tests that may have been missed. It is the responsibility of the **student** to contact the teacher regarding class content and homework, and it is up to the discretion of the teacher as to the amount of time allowed to complete the make-up work. The teacher will provide the necessary make-up work for the student.

- Make-Up Work will be collected at each school building for students that are absent or plan to be absent due to illness for two (2) or more consecutive days.
- Parents/guardians wishing to pick up assignments at the school on the day of their request must contact the school by 8:00 a.m. of that school day. Assignments will then be available for pick up in the High School Office of the school no earlier than 3:00 p.m.
- Requests for student assignments made after 8:00 a.m. must be picked up in the High School Office after 3:00 p.m. of the following school day.
- Students that have been absent more than ten (10) days due to illness, excluding those days excused through written documentation from a licensed physician, are not permitted to request Make-Up Work without first submitting a medical excuse from a licensed physician.
- Secondary students in grades 9-12 that receive an unexcused/illegal absence may not be permitted to make up work, and students may receive a zero for any work due or conducted or any evaluative measures administered during the time the student was not in attendance.
- The Superintendent or designee may consider the extenuating circumstances.

**LATE ARRIVALS/TARDINESS:** Students arriving after 8:30 am and prior to 8:45 am should enter through Door #26 - the West Gym hallway and sign in. Students arriving after 8:45 am will enter through Door #1 to sign in at the High School Office and obtain a pass. A late arrival will be considered excused if it is for one of the reasons considered excused in accordance with Board policy and an excuse from the parent/guardian is presented at the time the student arrives to school. An unexcused tardy will be given to any student arriving late to school without an excuse from the parent/guardian and for any reason other than those considered excused. Chronic unexcused tardies may result in prosecution of compulsory school attendance laws. Three hundred and thirty (330) unexcused tardy minutes constitute one illegal day of absence for secondary student; (grades 6-12); three hundred (300) unexcused tardy minutes constitute one illegal day of absence for primary student (grades Pre-K-5).

When a secondary student accumulates three (3) tardies per quarter, any additional unexcused tardies may result in the following:

4th and 5th Tardy	After-School Detention
6th and 7th Tardy	In-School Suspension
After 8 <sup>th</sup> Tardy	Discipline Hearing

**ATHLETES, EXTRA-CURRICULAR, AND WORK PROGRAM STUDENTS:** Students participating in athletics, extracurricular activities, and work programs are permitted three (3) tardies (8:30 – 8:45 am) per nine-week grading period and will still be able to participate in their activity on the day they are tardy. Upon the fourth (4th) tardy and for every tardy that follows, participation will not be permitted in the activity on that day. **Any tardy after 8:45 am, without a doctor’s excuse, will result in no participation in their activity that day.**

**EDUCATIONAL FIELD TRIPS OR TOURS:** To determine if a student shall be permitted to participate in a school-associated trip or tour (foreign language, band, etc.), the Superintendent or designee may consider the student’s record of unexcused/illegal and/or excessive absences, school discipline, and academic record.

**COLLEGE VISITS:** College-initiated requirements and appointments, with verification necessary for admission for college, will not result in an absence from school and will be counted as the student being present in school (i.e., entrance exams, scholarship testing, etc.) pending a letter of attendance from a college official.

**FAMILY EDUCATION VISITS:** Parents/guardians are strongly encouraged NOT to take family educational trips during regularly scheduled school time. However, if an educational trip must be scheduled when school is in session, the following procedure must be followed:

1. Family Educational trips are limited to a maximum of five (5) days per school year.
2. One week prior to the trip, a parent/guardian must complete a Family Educational Trip Request Form and submit it to the building principal for approval.
3. The following criteria must be met to be considered by the building principal when approving/denying a parent/guardian request for a Family Educational Trip:
4. Attendance: Student has accumulated five (5) or less days of total absences, excluding medical, for the current school year.
5. Academic: Student has no failing grades at the time of the trip request.
6. Behavior: Student has received five (5) or less total days of suspensions (ISS or OSS) or detentions (ASD) for the school year.
7. Classroom assignments missed during the approved educational trip will be provided to the student upon their return to school. The student will have five (5) calendar days to submit all missed assignments for grading to the appropriate teacher. Should a student fail to submit the assignments to the teachers within this designated time, each assignment will be recorded as a zero by the classroom teacher.
8. If a student is denied approval for the trip, any quiz/test, class work, or homework missed during his/her absence will be recorded as zeros by the teacher.
9. Request for Family Educational Trips will not be approved by the building principal during the State Assessment window for those students scheduled to take the State Assessments (PSSAs and Keystones).
10. Requests for Family Educational Trips will not be approved by the building principal for the last ten (10) days of school.
11. Family trips that are not preapproved by the Administration shall result in the student’s absence being recorded as unexcused.

**ATTENDANCE FOR STUDENTS PARTICIPATING IN VIRTUAL OR DISTANCE LEARNING DUE TO COVID-19 PANDEMIC:** Compulsory school attendance (truancy) rules apply. When a student is in isolation for quarantine based on communication with the Pandemic Coordinator, the student will be offered virtual instruction. If students are struggling with participation – whether through accessibility issues with technology or any other reason – students and parents/guardians are encouraged to communicate with District officials for assistance prior to compulsory attendance becoming an issue. Students must log in for each class throughout the day for attendance purposes. If a student is unable to attend virtual school for the day, an excuse must be submitted.

## VIRTUAL ACADEMY ATTENDANCE

Students in the Virtual Academy follow the Corry Area School District attendance policies as the Commonwealth of Pennsylvania Compulsory Attendance Laws will be enforced. Students working in the cyber program must attend 180 days of school, which is equivalent to 990 hours at the secondary level and 900 hours at the elementary level. Students are required to submit an excuse for each day the student is absent within the appropriate time frames. Full-time students must also attend homeroom, if provided, but this does not solely determine attendance. Students are required to work on assignments each school day and complete weekly assigned coursework by the due date. Academic progress, work completion, and attendance will be monitored on a weekly basis. Parents are also encouraged to check their child's progress.

## ENROLLMENT OF STUDENTS – CASD POLICY 200

### Enrollment Requirements

- A school-age student shall be entitled to attend the schools of the district of residence.
- The district shall normally enroll a school-age, eligible student the next business day, but no later than five (5) business days after application.
- The district shall not enroll a student until the parent/guardian has supplied all required items as enumerated on the appropriate registration checklist.
- The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.
- The district shall not inquire about the immigration status of a student as part of the enrollment process.
- Enrollment requirements and procedures shall apply to nonresident students approved to attend district schools, in accordance with Board policy.
- The district shall administer a home language survey to all students enrolling in district schools for the first time.
- Children and families with limited English proficiency must be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and to enroll the students in school promptly per the Civil Rights Act of 1964, Title VI, 42 U.S.C. §2000d et seq. and the Equal Education Opportunity Act, 20 U.S.C. §1703.

## **Transportation (Busing and Walking)**

### BUSING

The riding of a school bus is a privilege that the School District provides for students who reside in busing areas within the District. Therefore, students who violate the School District's bus policies may be denied this privilege. It is a violation for pupils to ride a bus other than the one to which they are assigned or to leave the bus at a stop other than their assigned stop except for urgent reasons. **Bus riders will be permitted a maximum of two (2) stop locations: home and/or childcare, custody arrangements. Video and audio monitoring will occur on the buses and may be used in disciplinary actions.**

Students will not be permitted to ride home on the bus with another student. Emergency situations will be handled on a case-by-case basis. An emergency is defined as: a serious situation or occurrence that happens unexpectedly and demands immediate action. In the event of an emergency, the guardian should contact the school office to arrange an alternate approved bus stop on an established bus route. The following will not be accepted as emergencies; parties, personal appointments, visiting friends, or other matters of convenience.

**Parents/Guardians are not permitted to take their elementary child off the bus at the Middle-High School. Elementary students are able to be picked up at their respective school. Parents/Guardians should contact the schools for directions for car riders.**

**WHEN STUDENTS ARRIVE AT SCHOOL IN THE MORNING, THEY ARE NOT PERMITTED TO LEAVE SCHOOL PROPERTY.**

Doors at the Middle-High will be unlocked at 8:10 a.m. Student drivers or car drop off lanes will not exit their vehicles until that time. Once students arrive at school in the morning, they are not permitted to leave school property. Students are to vacate the premises immediately at the end of the school day, unless participating in after-school activities.

Students who ride buses to and from school are expected to conduct themselves in an acceptable manner. Students are hereby on notice that all District rules and policies apply to students while they are on school-provided transportation. In addition, the following bus conduct guidelines shall be enforced:

### **PRIOR TO LOADING (ON THE ROAD, AT BUS STOPS, AND AT SCHOOL)**

- Be on time to the designated bus stops – at least 5 minutes prior to scheduled arrival.
- Dress according to the weather.
- In walking to a stop without sidewalks, walk facing traffic. When waiting at the stop, stay back away from the road.
- Stay off the road while waiting for the bus.
- Be considerate of private property - keep off lawns and away from buildings.
- Wait until the bus comes to a complete stop. Wait for the bus driver's signal before approaching the bus. When crossing the road, always watch for traffic.
- Do not push or crowd when boarding.
- No pets allowed on the bus.

### **WHILE ON THE BUS**

- Go directly to an available or assigned seat and remain seated until the bus comes to a complete stop.
- Get permission to open a window, and keep heads, hands, and arms (all body parts) inside the bus.
- Keep the aisle clear.
- Loud talking and boisterous conduct are not permitted.
- Treat bus equipment with respect. Damage to seats, windows, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Do not throw anything from the bus or out of the bus windows.
- Behavior should be similar to classroom conduct except for ordinary conversation.
- Be quiet when approaching a railway crossing.
- Scuffling, fighting, horseplay, smoking, vaping, and profane language are strictly forbidden.

### **WHEN LEAVING THE BUS**

- Students may not leave the bus at any stop other than the assigned stops.
- The driver will not discharge riders at places other than the regular bus stops unless authorized by school officials.
- Do not push or shove when leaving the bus.
- Be alert to danger signal from the driver.
- Help look after the comfort and safety of other students.
- After leaving a bus, if it is necessary to cross the road, do so at least 10 feet in front of the bus and only after looking to be sure that no traffic is approaching from either direction. **NEVER CROSS BEHIND THE BUS!**

### **EXTRA-CURRICULAR TRIPS**

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

### **BUS DRIVER RIGHTS AND RESPONSIBILITIES**

1. Pupils transported in a school bus shall be under authority of, and responsible to, the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation in accordance with the regulations of the governing Board of the District. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported.
2. Bus drivers are authorized to assign seats to the students.

### **DISCIPLINARY ACTION**

- Destruction of property
- Discourteous to others
- Failure to remain seated
- Fighting
- Pushing
- Hanging out of window

- Physical contact, kissing, etc.
- Profanity
- Refusing to obey driver
- Smoking, lighting matches
- Throwing objects in/out of bus
- Violation of safety procedures
- Any other violation of District rules or

policies and/or any other behavior inappropriate on school-provided transportation

#### Consequences

Level 1 – The Bus Driver will complete the School Bus Management Report and return the completed form to the Transportation Coordinator. Documentation of incidents will be forwarded to the building principals. Additionally, the consequences that are assigned to a violation of any school policy shall apply.

Level 2 – A meeting may be scheduled between the Principal/Assistant Principal and the parents to review incidents. Additionally, the consequences that are assigned to a violation of any school policy shall apply.

NOTE: If in the case of imminent danger to self or others due to the actions of a student while in the transportation of that student occurs, a meeting of the Driver, Bus Contractor/Manager, the Director of Transportation, and the Principal will be held to address the student’s actions and a determination of that student’s participation in the transportation program.

#### IN ADDITION, THE FOLLOWING POLICIES ARE IN EFFECT:

The Corry Area School District Discipline Policy will be enforced on all school-sponsored trips and transportation. Suspension of bus privileges does not relieve the parents of their responsibility to the compulsory attendance laws of Pennsylvania. Destruction of bus property will result in the payment for all damages by the parent/guardian before students are permitted to ride the bus. Possession of a knife or any other weapon on a school bus/property is prohibited and against the law.

#### **WALKERS**

Students who are not bused should be aware of the following guidelines:

- Students should not arrive prior to 8:10 a.m.
- Students should walk a straight route to and from school.
- Walkers should show respect for all property owners.
- Walkers must use sidewalks where provided. If no sidewalks are provided, always walk facing traffic along the edge of the road.

#### **BICYCLE RIDING**

The following rules must be followed when riding bicycles to and from school:

- Students should not arrive prior to 8:10 a.m.
- The School District is not responsible for lost, stolen, or damaged bicycles.
- Locks are recommended for all bicycles.
- In order to ride a bicycle to school, students must be in at least fourth grade.
- Bicycles are only to be ridden by the owner.
- Only one rider per bike is allowed.
- Students must comply with all state regulations and statues in regard to bicycle safety. Helmets must be worn.
- All bicycles must be parked in the bicycle rack.
- Parent permission must be given to the school.
- Students in grades K-3 are not permitted to ride bikes to school.
- Bike riders must ride directly to the bike rack and not around the school building.

## STUDENT DISCIPLINE - CASD POLICY 218

This Student Code of Conduct manual has been provided to assist you in learning the procedures and policies of the Corry Area Middle-High School. Other important information is listed to aid in the use of resources available to all students. All students are responsible for the information contained herein and must make every effort to learn the contents of this Student Code of Conduct manual. It should also be noted that not everything or every situation can be covered by this manual. COVID-19 NOTICE: The Student Code of Conduct is also applicable, when relevant, to students receiving their instruction through virtual or cyber learning platforms offered by the District. For example, a student participating in online instruction with other students and a teacher could violate the insubordination provisions for failing to comply with directives from the teacher during the lesson and/or could violate the disruptive behavior provisions if the student acts in a manner that is distracting or disruptive to the online program or to other participants. Students are subject to the Student Code of Conduct disciplinary consequences even while utilizing virtual, online or distance learning options offered by the District.

### DEFINITIONS OF MISCONDUCT

*ABUSIVE LANGUAGE/INAPPROPRIATE LANGUAGE/PROFANITY* – Student uses verbal messages that include swearing, name calling, or use of words in an inappropriate way.

*ACADEMIC DISHONESTY* – Deliberately giving or receiving improper assistance on assignments or assessments.

*ARSON* – Student plans and/or participates in malicious burning of property.

*BOMB THREAT/FALSE ALARM* – Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.

#### *BULLYING/CYBERBULLYING – CASD POLICY 249*

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

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

*Bullying*, as defined in this policy, includes cyberbullying.

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

*BUS MISCONDUCT (MINOR)* – Student engages in low-intensity, but inappropriate, disruption and/or fails to respond to bus driver instructions or request.

*BUS MISCONDUCT (MAJOR)* – Student engages in high-intensity disruption and/or fails to respond to bus driver instructions or request.

*CELL PHONE/ELECTRONIC DEVICES VIOLATION* – Student engages in inappropriate (as defined by school) use of cell phone and electronic devices.

*CHROMEBOOK DAMAGE NON-ACCIDENTAL* – Student engages in purposeful action(s) to damage a chromebook.

*DEFIANCE/DISRESPECT/NON-COMPLIANCE (MINOR)* – Student engages in brief or low-intensity failure to respond to adult requests (failure to complete homework, refusal to follow classroom rules, etc.).

*DEFIANCE/DISRESPECT/NON-COMPLIANCE (MAJOR)* – Refusal to follow directions, talking back and/or socially rude

interactions.

*DISRUPTION (MINOR)* – Student engages in low-intensity, but inappropriate, disruption.

*DISRUPTION (MAJOR)* – Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior

*DRESS CODE VIOLATION* – Student wears clothing that does not fit within the dress code guidelines practiced by the School District.

*FIGHTING/PHYSICAL AGGRESSION* – Actions involving serious physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

*FORGERY/THEFT* – Student is in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without that person’s permission.

*GAMBLING* – Student engages in the act of staking/risking money or anything of value on the outcome of something involving chance on school property.

*DISCRIMINATION/TITLE IX SEXUAL HARASSMENT – CASD POLICY 103*

*Discrimination* shall mean to treat individuals differently, or to harass or victimize based on a protected classification including but not necessarily limited to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

*Harassment* is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance when such conduct is:

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

*HAZING – CASD POLICY 247*

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

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

*INAPPROPRIATE DISPLAY OF AFFECTION* – Student engages in inappropriate (as defined by school) verbal and/or physical contact, of a sexual nature to another student.

*INAPPROPRIATE LANGUAGE* – Student engages in low-intensity instance of inappropriate language.

*INAPPROPRIATE LOCATION/OUT OF BOUNDS AREA* – Student is in an area that is outside of school boundaries (as defined by school).

*LYING* – Student delivers message that is untrue and/or deliberately violates rules.

*OBSCENE GESTURES* – Student engages in inappropriate physical gestures, which include gestures to another student/adult.

*PHYSICAL CONTACT/PHYSICAL AGGRESSION* – Student engages in non-serious, but inappropriate physical contact (play fighting, unsafe/rough play, etc.).

*PLAGIARISM* – Student engages in using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as their own as by not crediting the author.

*PROPERTY DAMAGE/VANDALISM* – Student participates in an activity that results in destruction or disfigurement of property.

*PROPERTY MISUSE* – Student engages in low-intensity misuse of property.

*SKIPPING CLASS* – Student leaves or does not attend class without permission.

*TARDY* – Student arrives to school or class after the bell (or signal that the school day or class has started).

*TECHNOLOGY VIOLATION (MINOR)* – Student engages in non-serious, but inappropriate (as defined by school), use of electronic devices.

*TECHNOLOGY VIOLATION (MAJOR)* – Student engages in inappropriate (as defined by school) use of electronic devices.

*TERRORISTIC THREATS – CASD POLICY 218.2*

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

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

*THREATENING COMMENTS (MINOR)* – During school hours, student makes inappropriate comment(s) toward another individual involving potential action(s) to another individual.

*THREATENING COMMENTS (MAJOR)* – During school hours, student makes severe inappropriate comment(s) toward another individual involving potential action(s) to cause harm to another individual.

*TRUANCY* – Student leaves school without permission and/or has chronic absences from school.

*USE/POSSESSION OF ALCOHOL* – Student is in possession of or is using alcohol.

*USE/POSSESSION OF COMBUSTIBLES* – Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (firecrackers, gasoline, lighter fluid, etc.).



## **CONTROLLED SUBSTANCES AND PARAPHERNALIA - CASD POLICY 227**

Controlled substances shall include all:

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

Under the influence shall include any consumption or ingestion of controlled substances by a student.

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

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

**USE/POSSESSION OF TOBACCO/VAPING PRODUCTS - CASD POLICY 222** – Student is in possession of or is using, tobacco.

State law defines the term *tobacco product* to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). *Tobacco products*, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term *tobacco product* does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: This exception shall be governed by Board policy relating to Medications.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.

3. The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

### **USE/POSSESSION OF WEAPONS - CASD POLICY 218.1**

*Weapon* - the term shall include but not be limited to any knife; straight razors and razor blades; cutting instrument; cutting tool; metal knuckles; nunchaku; firearm; shotgun; rifle; BB gun; ammunition, such as bullets; noxious, irritating or poisonous gases, including mace and pepper spray; poisons; explosive materials; bombs; missiles; chains; replica of a weapon; and any other tool, instrument or implement capable of inflicting serious bodily injury.

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

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

### **DEFINITIONS OF CONSEQUENCES**

*RETEACHING OF EXPECTED BEHAVIOR* – A staff member uses the expectations listed in the School-Wide Positive Behavior Support (SWPBIS) Behavior Expectations Matrix as a reference to discuss with the student their demonstrated behavior, and reteach the appropriate desired behavior expectation.

*STUDENT-TEACHER CONFERENCE* – At the discretion of a faculty/staff member, a student-teacher conference can take place after initial discussions and warnings regarding misbehavior have taken place.

*STUDENT-ADMINISTRATOR CONFERENCE* – At the discretion of an administrator, a student-administrator conference can take place after initial discussions and/or conferences and warnings regarding misbehavior have taken place.

*NEGATIVE CONTACT FORM* – The Negative Contact Form will be provided when interaction between students negatively affects the school environment.

*BEHAVIOR IMPROVEMENT PLAN/SAFETY PLAN* – Contract between student and administrator or teacher that outlines expected behaviors based on a student's behavior.

*CLASSROOM DETENTION* – This is assigned and carried out by the classroom teacher in accordance with that particular teacher's classroom rules/procedures. This form of detention may be assigned before school, during lunch, or after school. Parents/guardians will receive a detention notification via phone and/or email to assure transportation can be arranged.

*FORMAL DETENTION* – This form of detention can be assigned as:

- Morning Detention from 7:10am to 8:10 am
- Lunch Detention to be served during the student's assigned lunch time
- After School Detention from 3:00 to 4:00 pm
- Extended Detention 3:00 to 5:30 pm

Failure to serve a formal detention will result in additional consequences. Parents/guardians will receive a detention notification via phone and/or email to assure transportation can be arranged.

*RESTITUTION* – In the event restitution is a consequence, monetary or school-based community service will be assigned.

*SUSPENSION OF PRIVILEGES* – These are assigned and carried out by the administration. A student may lose any or all privileges, as assigned by the administrator.

*IN-SCHOOL SUSPENSION* – This is assigned and carried out by the administration. ISS results in higher level discipline infractions and/or repeated abuses of policies and procedures. Students are to report to the High School Office with their chromebook by 8:10 a.m. rather than homeroom. Work will be ordered from the classroom teachers to be completed in ISS. Non-completion of work or not following the rules of ISS could result in further disciplinary action. Students in ISS may not participate in any after- school events during the day(s) that they serve ISS.

*OUT-OF-SCHOOL SUSPENSION* - This is assigned and carried out by the administration. OSS results from higher level discipline infractions and/or repeated abuses of policies and procedures. A student may be suspended out of school for up to 10 days. Students in OSS may not participate in any after-school events or be on school property during that day/s that they serve OSS. A suspended student is responsible for obtaining and completing all work assigned during the period of the suspension. All completed work must be submitted to the teacher on the day the student returns from suspension to receive credit for the assigned work.

*NO-TRESPASS LETTER* – A no-trespass letter may be issued when a student’s behavior negatively impacts events outside the regular school day.

*ALTERNATIVE EDUCATION* – This can be recommended by the principal according to established policy after persistent abuse of school policy and/or academic failure. Alternative Education is a Corry Area School District program that utilizes counseling, behavior plans, and other supports to prepare students’ integration back into the school environment.

*EXPULSION* – An expulsion is exclusion from school for a period longer than (10) consecutive school days. When the Administration recommends expulsion, the student shall be referred to the Board of Directors for a formal expulsion hearing. Expulsions may result from persistent and willful misconduct of School District Policy.

### **TIERS OF MISBEHAVIOR AND CONSEQUENCES TIERS 1 and 2**

Misbehaviors on the part of the student, which impede the management of the classroom or interfere with the operation of the school, should initially be addressed by the staff member (re-teaching of behavior expectation, student-teacher conference, parent/guardian contact, classroom detention, behavioral improvement plan, etc.). For those instances in which the seriousness and/or frequency of occurrence is beyond the authority and/or control of the faculty/staff member, an “Office Discipline Referral Form” will be sent to the respective office by the faculty/staff member which will include the pertinent information of the demonstrated misbehavior. The administrator shall have the authority to exercise other corrective actions if the circumstances warrant. Any decision regarding the disciplinary action of a behavior problem rests with the Administration.

### **TIER 1 AND 2 POSSIBLE INTERVENTIONS/CONSEQUENCES**

- A. Verbal Warning
- B. Re-teaching of Expected Behavior
- C. Student-Teacher Conference
- D. Parent Contact
- E. Referral to Student Assistance Program
- F. Classroom Detention
- G. Student-Administrator Conference
- H. Negative Contact Form
- I. Behavior Improvement Plan/Safety Plan
- J. Formal Detention
- K. Restitution
- L. Suspension of Privileges
- M. Behavior Improvement Plan

### **TIER 3**

This tier includes misbehaviors whose frequency or seriousness tends to disrupt the learning environment of the school/classroom. These misbehaviors, which usually result from the continuation of Tier 1 and 2 misbehaviors, require the intervention of personnel at the administrative level because the execution of Tier 1 and 2 re-teaching strategies, interventions, consequences, and disciplinary actions have not corrected the behavior.

While not all Tier 3 misbehaviors violate the legal statutes of the township, state, or federal governments, those that do will be properly processed with the appropriate law enforcement agency. A parent/guardian conference shall be held with an administrator and counselor if necessary, prior to the reinstatement of any suspended student at the convenience of the school. Any decision regarding the disciplinary action of a behavior problem rests with the Administration.

### **TIER 3 POSSIBLE INTERVENTIONS/CONSEQUENCES**

- A. Re-teaching of Expected Behavior
- B. Student-Administrator Conference
- C. Parent/Guardian Contact
- D. Referral to Student Assistance Program
- E. Formal Detention
- F. In-School Suspension
- G. Out-of-School Suspension
- H. Behavior Improvement Plan/Safety Plan
- I. Restitution
- J. Suspension of Privileges
- K. No Trespass Letter

### **TIER 4**

This tier includes student actions or behaviors that violate the local and state laws; are unlawful; and could inflict potential harm to other students, staff, and/or community members, and/or cause harm to buildings and/or District property.

### **TIER 4 POSSIBLE INTERVENTIONS/CONSEQUENCES**

- A. Parent/Guardian Contact
- B. Referral to Student Assistance Program
- C. Immediate Suspension from School
- D. Law Enforcement Involvement
- E. Alternative Education Placement
- F. Referral for Expulsion
- G. In case of a weapon violation, referral for expulsion for a period of time for not less than one year, although the Superintendent may recommend a lesser penalty on a case-by-case basis

\*\*Students eligible for special education services pursuant to IDEA and Chapter 14 of the Pennsylvania Department of Education regulations and any other law must comply with all District rules and regulations. However, eligible students will be afforded all procedural rights granted to them under Pennsylvania and federal law, as outlined more specifically in the Procedural Safeguards Notice, which include a full explanation of all of the rights available to parents of a child with a disability ages 3 – 21 years. Copies of the Procedural Safeguards Notice is available at every District school and also may be reviewed online on the Pennsylvania Department of Education, Bureau of Special Education website.

### **SUSPENSION AND EXPULSION - CASD POLICY 233**

- A. **Out-of-School Suspension.** Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.
  - 1. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
  - 2. The student's parent(s)/guardian(s) shall be notified immediately in writing when the student is suspended.

3. When the suspension exceeds three (3) school days, the student and parent(s)/guardian(s) shall be given the opportunity to participate in an **informal hearing**. The purpose of the informal hearing is to enable the student and/or parent(s)/guardian(s) to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parent(s)/guardian(s) and school officials to discuss ways by which future offenses might be avoided. The student has the following due process rights in regard to the informal hearing:
  - a. Notification of the reasons for the suspension shall be given in writing to the parent(s)/guardian(s) and to the student.
  - b. Sufficient notice of the time and place of the informal hearing shall be given.
  - c. A student has the right to question any witnesses present at the hearing.
  - d. A student has the right to speak and produce witnesses on his own behalf.
  - e. The District shall offer to hold the informal hearing within the first five (5) days of the suspension.

**B. Expulsion.** Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls.

1. Students referred to the Board of Directors for expulsion are entitled to a **formal hearing**.
2. Formal hearings may be held before the entire Board of Directors, or before a committee of the Board. A majority vote of the entire Board is required to expel a student.
3. The following due process requirements shall be observed with regard to formal hearings:
  - a. Notification of the charges shall be sent to the student's parent(s)/guardian(s) by certified mail.
  - b. At least three days' notice of the time and place of the hearing must be given. A copy of the expulsion policy, notice that legal counsel may represent the student, and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
  - c. The hearing shall be held in private unless the student or parent(s)/guardian(s) request a public hearing.
  - d. The student has the right to be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
  - e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
  - f. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
  - g. The student has the right to testify and present witnesses on his own behalf.
  - h. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
  - i. The hearing shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible: (1) Laboratory reports are needed from law enforcement agencies; (2) Evaluations or other court administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act; (3) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
  - j. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

During the period of time prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his/her normal class unless, after an informal hearing, it is determined that the

student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others. In such case, when it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education by the District, which may include home study.

## **GUIDANCE AND PUPIL SERVICES**

### **GRADES**

District Percentage	Grade Equivalent
93 – 100%	A
85 – 92%	B
75 – 84%	C
68 – 74%	D
67% and Below	F

### **Academic Recognition Guidelines**

Students will be recognized at graduation with the Latin System of Summa Cum Laude, Magna Cum Laude, and Cum Laude, based on their GPA.

Summa Cum Laude – 100.995% or above  
 Magna Cum Laude – 98.995% to 100.994%  
 Cum Laude – 94.995% to 98.994%  
 Academic Recognition – 87.50% – 94.994%

Underclassmen will be selected for Academic Honors and Academic Recognition based on their GPA.

### **General Academic Guidelines**

- Middle School students who fail two (2) or more core subjects may be retained in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade.
- High School students who fail a required course have to re-take the course.
- In order to qualify for summer credit recovery, the student must have a minimum of 55% in the failed class.
- If a student receives an incomplete for the grading period, the student will be required to submit all necessary assignments within a designated time frame.
- Students participating in extra-curricular activities are required to meet eligibility criteria outlined in the Athletic Code of Conduct. Students and parents/guardians will be notified when the student fails to meet eligibility requirements.
- Each student shall be responsible for completing homework assignments as directed. CASD POLICY 130

### **GRADE LEVEL AND GRADUATION REQUIREMENTS**

Please refer to the Course Selection Guide for graduation credit requirements (available in the Guidance Office).

Promotion Guidelines:

In order for a high school student to be promoted to the next grade level with his or her original cohort, the student must obtain the minimum credits as outlined below.

For a student to be promoted to 10<sup>th</sup> grade, the student must have earned five (5) or more credits during 9<sup>th</sup> grade.

For a student to be promoted to the 11<sup>th</sup> grade, the student must have accumulated eleven (11) or more credits during 9<sup>th</sup> and 10<sup>th</sup> grade.

For a student to be promoted to the 12<sup>th</sup> grade, the student must have accumulated seventeen (17) or more credits during 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade.

## **GRADUATION CEREMONIES**

Participating in Graduation Ceremonies is a privilege activity and participation may be withheld for individual students at the discretion of the building principal.

## **SPECIAL EDUCATION – CASD POLICY 113**

The Corry Area School District hereby notifies parents/guardians of children with disabilities, ages 3-21 of availability of Special Education services, provided at no cost to the parent/guardian, to meet the children's unique educational needs.

Programs and services available include:

- Early Intervention For children ages 3-5 with developmental delays and disabilities.
- Learning Support For students with learning and intellectual disabilities
- Emotional Support For students with emotional and behavioral disorders
- Gifted Support For students with gifted abilities
- Sensory Support For students who are deaf, hard of hearing, blind, or visually impaired
- Physical Support For students with cerebral palsy, muscular dystrophy, other physical disabilities
- Autistic Support For students with autism with communication, social skills and/or behavioral needs
- Life Skills Support For students who require instruction in daily living, functional and vocational skills.
- Speech & Language Support For students with speech and/or language impairments.

## **ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS, SERVICES FOR GIFTED STUDENTS, & SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

The Northwest Tri-County Intermediate Unit and its Member School Districts, Charter Schools and Private Rehabilitation Residential Institution (PRRI)

Conneaut School District  
Corry Area School District  
Crawford Central School District  
Erie's Public Schools  
Fairview School District  
Fort LeBoeuf School District  
General McLane School District  
Girard School District  
Harbor Creek School District  
Iroquois School District  
Millcreek Township School District  
North East School District

Northwestern School District  
PENNCREST School District  
Union City Area School District  
Warren County School District  
Wattsburg Area School District  
Erie RISE Leadership Charter School  
Montessori Regional Charter School  
Perseus House Charter School of Excellence  
Tidioute Community Charter School  
Robert Benjamin Wiley Community Charter School  
Harborcreek Youth Services

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, intermediate units, and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitle Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter schools of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit and charter school shall publish written information in the handbook and on the website. Children ages 3-21 can be eligible for special education programs and services.

If parents believe that the child may be eligible for special education, the parent should contact the school district where the child attends or the Director of Special Education for the NW Tri-County Intermediate Unit identified at the end of this public notice. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact info.)

### **Evaluation Process**

Each school district, intermediate unit and charter schools have a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Supervisor, NW Tri-County Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412 or call 1-800-677-8461.

### **Consent**

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

### **Program Development**

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

### **Confidentiality of Information**

The school districts, intermediate units, charter schools and PRRIs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. Additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a preschool or school aged child, public or private, contact the school or district where your child attends. Additionally, one may contact the name and number or e-mail listed below:



Christine Carucci  
Director of Special Education  
Northwest Tri-County Intermediate Unit #5  
252 Waterford Street  
Edinboro, PA 16412  
1-800-677-5610  
[christine\\_carucci@iu5.org](mailto:christine_carucci@iu5.org)

The school district, intermediate unit and charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

For additional information regarding special education can be referenced in the following:

- CASD POLICY 113 Special Education
- CASD POLICY 113.1 Non-discrimination-Qualification of Students with Disabilities
- CASD POLICY 113.2 Behavior Support Plan
- CASD POLICY 113.3 Screening and Evaluations for Students with Disabilities
- CASD POLICY 113.4 Confidentiality of Special Education Student Information

### **STUDENT ASSISTANCE PROGRAM (SAP) – CASD POLICY 236**

**Student Assistance Program (SAP)** - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student’s learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

### **STUDENT CLASS SCHEDULE CHANGE**

In the rare occurrence where a student is misplaced, a team of teachers, counselors, case managers, and building principals will review those cases and determine if a change is necessary.

## **HEALTH SERVICES**

### **HEALTH ROOM (NURSE)**

#### **General Health Guidelines**

- If your son/daughter is experiencing a fever or illness during the school day, you will be required to pick them up or make arrangements for them to be picked up as soon as possible.
- If your child is experiencing a fever, they should not be sent to school until they have been fever-free for 24 hours without medication.

### **HEALTH EXAMS AND SCREENINGS – CASD POLICY 209**

Students scheduled for mandated health screenings will be notified by the school nurse.

## **FOOD ALLERGY MANAGEMENT – CASD POLICY 209.1**

**Food allergy** - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

**A. Medical Plans of Care** - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

Emergency Care Plan (ECP) - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student, which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.

**B. Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

**C. Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services, which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy, as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]

**D. Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, non-academic services and extracurricular activities as students without food allergies.

### **Guidelines**

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication. A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

### **Accommodating Students with Disabling Special Dietary Needs**

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.

The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.

4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

### **Accommodating Students with Nondisabling Special Dietary Needs**

The district may, at its discretion, make appropriate accommodations, substitutions, or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed every year by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

### **Confidentiality**

The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.

### **Delegation of Responsibility**

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
5. Communication and confidentiality.
6. Emergency response.
7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks, on the district website and other efficient methods.

## **DIABETES MANAGEMENT – CASD POLICY 209.2**

### **Purpose**

The Board recognizes that an effective program of diabetes management in school is crucial to:

1. Ensuring the development of a school health team to care for the student with diabetes.
2. Ensuring the immediate safety of students with diabetes.
3. Supporting efforts to maintain the long-term health of students with diabetes.
4. Ensuring that students with diabetes are ready to learn and participate fully in school activities.
5. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.
6. Ensuring that schools are complying with state and federal laws and regulations, in the care of students with this chronic health condition.

## **Authority**

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.

## **Definitions**

*Diabetes Medical Management Plan (DMMP)* means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.

*Individualized Education Program (IEP)* means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A student with a disability is a school-aged child within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services.

*Section 504 Service Agreement (Service Agreement)* means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. A qualified student with a disability means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.

*Trained Diabetes Personnel* means non-licensed school employees who have successfully completed the required training.

## **Guidelines**

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.

## **Trained Diabetes Personnel**

The school nurse, in consultation with the Superintendent or designee, may identify at least one (1) school employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each school building attended by a student with diabetes to perform diabetes care and treatment for students. The identified school employee has the right to decline this role.

An identified school employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, which includes at a minimum:

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified school employee shall complete such training on an annual basis.

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of

diabetes medication via injection or infusion, the Board shall require the following:

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

### **Training of Other School Personnel**

School employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

### **Student Possession and Use of Diabetes Medication and Monitoring Equipment**

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken.
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.
  - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that she/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.

### **Delegation of Responsibility**

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan.

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.

### **MEDICATIONS - CASD POLICY 210**

- All medications and/or use of medical technology shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse, by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

### **Delivery and Storage of Medications**

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

### **POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS - CASD POLICY 210.1**

- Asthma inhalers - Students who follow appropriate procedures may carry their own inhaler or epinephrine injector. In the event of an emergency, a district employee may administer asthma inhalers/epinephrine injectors when he or she believes, in good faith, that a student needs emergency care.

### **Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors**

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side-effects of medication.
  - g. Emergency response.
  - h. If child is qualified and able to self-administer the medication.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

## REGULATIONS

### ACCIDENTS

Every accident in the school building, on school grounds, at practice sessions, or any athletic event sponsored by the school must be reported immediately to the person in charge, administrator, or school nurse.

Student Accident Protection – [www.BollingerSchools.com](http://www.BollingerSchools.com) – 866-267-0092

#### **THIS IS PRIVATE INSURANCE – DO NOT CALL THE SCHOOL**

With the increasing trend of high deductible health insurance plans, and more of the cost-share shifting to the individual, Student Accident Coverage has become an even greater tool to bridge the coverage gaps that are inherent in most insurance plans.

The student accident insurance coverage provided by the Corry Area School District protects EVERY student on an **EXCESS** basis during school, any school event, or any school-sponsored activity. This coverage is **EXCESS** accidental bodily injury insurance. It covers accidental bodily injury such as broken bones, stitches, strains, and sprains. Illnesses such as measles, sore throats, etc....., are not covered by this policy.

Your personal or family health insurance is still **PRIMARY** coverage. Under the Corry plan, the first \$100 of covered charges are paid without regard to any other applicable coverage that may be in effect. After the first \$100 in covered charges are paid, expenses which are **NOT** covered by your other **PRIMARY** personal or group insurance are eligible for coverage under this plan up to the policy limit. These “out-of-pocket” expenses could include deductibles, co-payments, co-insurance, and other out-of-pocket expenses (see policy for details and restrictions).

Corry Area School District has purchased the **ALL STUDENT Coverage Plan** for every school-sponsored activity. For \$88 per student, you can purchase the optional (24-hour voluntary protection) so that your child is covered anytime – 24-hours per day – while at home, evenings, weekends, holidays, non-district athletics, and even during summer vacation. There is also dental and life insurance available.

To find out more information, purchase the 24-hour voluntary policy, submit a claim, or check the status of your claim, please go to...[www.BollingerSchools.com](http://www.BollingerSchools.com) or call 866-267-0092.

#### **THIS IS A PRIVATE INSURANCE – DO NOT CALL THE SCHOOL**

Corry Area School District: Master Policy #MCB  
5858625

### **BACKPACKS/PURSES/TOTES/ETC.**

To insure the safety and well-being of our students and staff, all book bags, tote bags, purses, backpacks, handbags, briefcases, or bags of any kind must be stored in the student's locker during the school day.

### **CAFETERIA/FOOD SERVICES**

In order to maintain a safe and orderly climate in the cafeteria the following guidelines are followed:

- All students must report to their assigned eating areas during their lunch period within the given time for class change.
- Students are to take their turn in the cafeteria line. "Line-hopping" is prohibited.
- Near the end of the lunch period, students are expected to clear the area surrounding the table where they have been seated and to push in their chair.
- Students are to remain in their assigned eating area during their lunch period.
- Students are to remain seated until dismissed from their eating area.
- Food deliveries during the school day are prohibited.

Please refer to CASD POLICY 808, Food Services for additional information.

### **COMMUNITY ELIGIBILITY PROGRAM**

All students are eligible for free meals during the school day.

### **TO CREATE AND MAINTAIN A STUDENT ACCOUNT FOR A LA CARTE ITEMS**

1. Parents/guardians can send checks/cash to fund a student account.
2. Parents/guardians can fund the student account on-line at [www.schoolcafe.com](http://www.schoolcafe.com) using a credit card or a debit card; however, there will be a fee added to the transaction.

### **DANCES**

The following regulations:

1. For high school dances, any students not enrolled at the Corry Area School District must register with the Building Principal prior to the dance.
2. Anyone 21 years of age or older cannot attend any dances.
3. For middle school dances, only Corry Area Middle School students are permitted to attend.
4. Any student suspended (in-school or out-of-school) on the day of the dance will not be permitted to attend school dances.
5. In addition to the above, all school rules are in effect, and all participants must be in the designated area for the dance. Any person who leaves the building must immediately leave school property and not return to the dance.

### **Prom Guidelines:**

Students in Grades 7, 8, and 9 – no admittance to the Prom.

Students in Grades 10 – must be an invited date of a Junior or Senior to attend the Prom.

Guests not enrolled in the Corry Area School District must have completed a pre-approval process.

**Anyone 21 years of age or older cannot attend the Prom.**

### **DISHONESTY IN COURSE WORK**

All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class assignments. Violations of these principles may result in penalties ranging from having to resubmit an assignment; failure of the assignment; or, with multiple incidents, failure of the course. The teacher is responsible to notify parents of any incident and submit an Office Discipline Referral.

- Cheating—deliberately giving or receiving improper assistance on assignments or assessments.
- Plagiarism—using words, work, or ideas of another without giving credit.

Any student in Dual Enrollment may be subject to the College/University plagiarism rules.



## **DRESS AND GROOMING - CASD POLICY 221**

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

The Corry Area School District reserves the right to change any mode of dress/jewelry/hair style/tattoos that jeopardizes the health, welfare or safety of the student or other students, or materially or substantially disrupts school or the educational process.

These guidelines will be followed:

- Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
- Undergarments should not be exposed.
- Tops may not be “low cut” or exposing. Bare midriffs and bare backs are not permitted.
- The following are unacceptable school attire:
  - a. Tank Tops/Muscle Shirts
  - b. Spaghetti Strap/Halter/Mesh Tops
  - c. See-through blouses or shirts
  - d. Bandeau/Crop Tops
  - e. Pajama style pants
  - f. Racer-backed tops
  - g. Bandanas or skull caps worn as hats
- Coats, jackets, blankets, or garments designed for protection from the outside weather are not to be worn in school.
- Pants, shorts, and skirts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
- Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
- All shorts, skirts, skirts and slits in skirts must extend to mid-thigh.
- Clothing, patches, buttons, pins, jewelry, are not permitted if they:
  - a. Have sexually suggestive writing/pictures
  - b. Advocate violence
  - c. Advertise or promote the use of tobacco, alcohol, or drugs
  - d. Use obscene language
- Appropriate shoes must be worn at all times.
- All shoes must have a back. Flip-flop type shoes are prohibited.
- Spiked jewelry, chains, or any jewelry that could cause injury or constitute a hazard are not permitted.
- Hats, caps, gloves, sunglasses, and visors are not permitted.
- Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.

Students and parents/guardians are expected to exercise careful judgment in the selection of appropriate attire for school.

## **ELECTRONIC DEVICES – CASD POLICY 237**

In the Middle School, cell phones and similar electronic devices need to be off and in student lockers or secured in their bag during school hours. In the High School, students may only use their electronic devices prior to first period, between classes, and during lunch. The use of electronic devices in the classrooms is prohibited. Headphones/ear buds are not to be used in the hallways at any time. The School District is not responsible for lost, damaged, or stolen items.

Offenses for cell phone use:

- First Offense – verbal warning and the student can pick device up in the appropriate office
- Second Offense – student will receive a detention, parent/guardian will need to pick up the device
- Third Offense – student will receive an in-school suspension, parent/guardian will need to pick up device
- Fourth Offense –there will be a disciplinary hearing scheduled and student will no longer be able to have device in school

## **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

### **EXTRA-CURRICULARS/INTERSCHOLASTIC ATHLETICS – CASD POLICY 122 and CASD POLICY 123**

The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities. For specific details, please refer to CASD POLICIES 122 and 123 in the Student-Athlete Code of Conduct.

### **FIELD TRIPS – CASD POLICY 121**

Field trips are privileges afforded to students; no student has an absolute right to participate in a field trip. Students may be denied participation if they fail to meet academic, attendance, or behavioral requirements. Before going on a field trip, students must see all teachers of classes they will miss in order to obtain homework and any other work missed. When on a school-sanctioned field trip, all school rules will apply at all times. Permission of the parent/guardian is sought and obtained before any student may participate.

### **FUNDRAISERS - CASD POLICY 229**

- Students will follow all rules, as presented by their club or sport adviser(s).
- Collection of money by a student for personal benefit in school buildings, on school property, and at any school-sponsored activity is prohibited.
- Students are not obligated to conduct door-to-door sales for fundraising activities.

### **HOMELESS EDUCATION ACT – CASD POLICY 251**

The McKinney-Vento Homeless Education Assistance Act protects homeless children and youth by providing supports to ensure an appropriate education.

The term “homeless children and youth”:

- A. Means individuals who lack a fixed, regular, and adequate night-time residence and:
- B. Includes –
  - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
  - ii. children and youths who have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...;
  - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. migratory children...who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

If you become aware of a student that may qualify or would like more information, please contact your school counselor or Homeless Liaison, Dr. Michele Miller at 665-8297, ext. 3206

### **LOCKERS**

Lockers are the property of the Corry Area School District and assigned by building administrators to students for their convenience and use during the school year. Lockers and combination locks are issued to students at the beginning of the year. Students are not permitted to use private locks or share their combination with others. All lockers, including locker room lockers and CTC lockers, are and shall remain property of the Corry Area School District. Students shall have no expectation of privacy in their school lockers. (Refer to RIGHT TO SEARCH section of this Handbook.). Each student is responsible for the locker assigned to him/her. Lockers are to be kept clean, both inside and outside. Damage caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to a teacher or the office.

Students are cautioned not to keep money or other valuables in their lockers. THE CORRY SCHOOL DISTRICT WILL NOT BE HELD RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS FROM THESE LOCKERS. Money and other valuables should be turned in to the office for safekeeping. Students are not permitted to loiter in the hallways or at their lockers after 4:00 PM.

## **REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS – CASD POLICY 105.1**

**Instructional material** means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal.
3. The district will respond in writing to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage, or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
5. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

## **SCHOOL CLOSINGS**

In the event that it is necessary to close schools, a phone message will be sent through School Messenger to the number listed by the parent/guardian on the emergency card, which should be kept up-to-date. In addition, radio, television, and social media announcements will be made. ***Please do not call the schools to check on school closing.*** When schools are closed, all school-related extra-curricular activities will also be cancelled.

## **SCHOOL VISITORS – CASD POLICY 907**

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as sign in and sign out, receive a badge, receive instructions and be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor demonstrate that the visitor has a visitor's badge and has registered at the school office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in school without the approval of the building principal.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

### Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs, such as room parents, back-to-school events, and chaperones for field trips, shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program, or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

### SKATEBOARDS/LONGBOARDS/HOVERBOARDS

Skateboards/Longboards/Hoverboards are not to be used on school property at any time.

### STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS – CASD POLICY 220

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

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

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

#### **Unprotected Student Expression**

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

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

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

### **Discipline for Engaging in Unprotected Expression**

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

### **Distribution of Non-school Materials**

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

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

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

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

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

### **Posting of Non-school Materials**

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them. Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

### **Review of Student Expression**

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

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

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

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

### **STUDENT USE OF MOTOR VEHICLES – CASD POLICY 223**

Driving a motor vehicle to school is a privilege, not a right. To be eligible to drive to school, a student agrees to meet all of the following regulations:

1. All vehicles are to be parked in designated parking spaces only and not blocking fire lanes.
2. All vehicles driven to school by students should be locked and are not to be occupied or moved until the end of the student's school day.
3. **STUDENTS DRIVERS SHOULD NOT ARRIVE ON CAMPUS UNTIL AFTER 8:10 a.m. Students are to enter the building upon arrival and not loiter in the parking lot.**
4. Student drivers are to exit after dismissal using the proper lane of the East Exit.
5. Students should drive cautiously at all times when in the school parking lot. Excessive speeds or other infractions may result in loss of privileges.

A student's driving privilege may be suspended by the Administration for any of the following reasons:

1. Truancy, excessive tardiness, or absence.
2. Reckless driving on school property or en route to school or home from school or a school-related activity.
3. Use of an automobile to leave school without permission.
4. Improper use of vehicle on school property or en route to school or home from school or a school related activity.

**Any vehicle entering or parked on school property is subject to search by school authorities (with reasonable suspicion) and/or law enforcement personnel (with probable cause and/or pursuant to Pennsylvania and federal law). Such search may be conducted without warrant for any reasonable purpose.**

Search of the vehicle may include all compartments and components thereof, provided that searching that compartment or components could reasonably produce evidence of the violation of school rules or law about which the school official has reasonable suspicion where violated. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

### **STUDENT VISITORS**

Only students who are currently enrolled as Corry Area School District students are permitted in the building during the school day.

### **SURVEYS – CASD POLICY 235.1**

Surveys may be administered throughout the school year. Parents/guardians will receive prior notification in order to review the scope of the survey. Parents can then opt students out.

### **TECHNOLOGY EQUIPMENT PROCEDURES**

All students and parents/guardians must have read the Corry Area School District Acceptable Use of Internet Policy (Board Policy 814), the related "Acceptable Use and Internet Safety Policy," and have a signed Student User Agreement on file with the building administration. Students are responsible for knowing and complying with the requirements set forth in these documents. Copies of each document are provided to students at the start of each school year and are also available in the building principal's office.

- Students are not permitted to use the computers without faculty supervision.
- No food, drink, or gum is permitted while working on computers or chromebooks.
- Games are not permitted unless approved by teacher and technology coordinator and are curriculum related.
- Use of applications not assigned by the teacher is prohibited.
- Abuse and/or rough handling of equipment will not be tolerated.
- Printing of non-educational content is prohibited.
- Any student violating rules, damaging equipment, or tampering with files or programs will be referred to the office.
- Students are responsible for proper care and maintenance of computer equipment and peripherals. Students are also responsible for immediately reporting any problems with the equipment.
- Rules may be revised or new rules implemented at any time.
- Students may be responsible for the cost of any damage to School District technology equipment.

### **TELEPHONES/MESSAGES**

If parents/guardians need to contact their child(ren), they must contact the appropriate office. Messages will be delivered as necessary.

### **TEXTBOOKS/EDUCATIONAL MATERIALS**

Students are responsible for all textbooks and educational materials, including chromebooks, issued to them by the School District for use during the school year. If such materials are lost or damaged, the student is financially responsible for them.

### **VIDEO/AUDIO RECORDING** **School Buildings and Property**

Video cameras are used throughout the school buildings and property. The cameras are intended to discourage misconduct and investigate incidents.

## **Transportation – CASD POLICY 810.2**

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of pre-primary, primary, or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre-primary, primary, or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group, and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

### **Delegation of Responsibility**

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.
2. This policy is posted on the district's publicly accessible website.
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures, and standards of conduct.

### **Guidelines**

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

## **DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS – CASD POLICY 103**

### **Authority**

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

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extra-curricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. This policy prohibits individuals from knowingly making false statements or knowingly submitting false information during the Title IX grievance process

outlined in Attachment 3 and during other grievance processes established by Board policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by district students may lead to discipline, up to and including referral for expulsion.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number, and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

This Policy 103 references two documents, entitled "103 Attachment 2, Discrimination Complaint Procedures," and "Attachment 3, Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints." The Board intends these two attachments to be substantive components of this Policy and incorporates them by reference into this Policy as if fully set forth herein.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or the Title IX Coordinator, even if some elements of the related incident took place or originated away from school grounds, school activities, or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal or the Title IX Coordinator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal or the Title IX Coordinator, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party, or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal (or any other employee of the district who received the report) shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant and, if deemed to be necessary, the reporter if not the complainant, regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures for the complainant. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment of the information supplied by the reporter and/or complainant to determine whether the reported circumstances, if presumed to be true, could constitute Title IX sexual harassment or retaliation. If they do not, they may be addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy. If the reported circumstances, if presumed to be true at this point in the process, meet the definition of Title IX sexual harassment, they shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3. (Also refer to Attachment 3 on how to proceed if/when the complainant refuses to sign a Title IX formal complaint and is requesting that a formal complaint under Title IX not be filed by the Title IX Coordinator.) If the reported circumstances, presumed to be true, do not constitute either Title IX sexual harassment or retaliation nor conduct otherwise prohibited in this Policy 103 and Attachment 2, the Title IX Coordinator shall refer the report for follow-up under any other applicable Board policies and/or the Student Code of Conduct.



## **Disciplinary Procedures When Reports Allege Title IX Sexual Harassment**

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

If possible, the district will refrain from pursuing disciplinary action pursuant to the Student Code of Conduct until such time the Title IX grievance process has concluded. This means suspensions and expulsion referrals may be temporarily postponed until the conclusion of the Title IX grievance process when/if the district, in consultation with the Title IX Coordinator, determines that supportive measures and other non-punitive actions agreed to by the parties (ex: complainant and respondent voluntarily agree to stay away from each other; respondent voluntarily participates in the school district's online/virtual education program or other alternative setting during the grievance process, etc.) result in there being no immediate threat to the physical health or safety of any student or other individual arising from the allegations during the grievance process period.

The respondent shall be provided with notice and provided an opportunity for due process, in accordance with law, regulations and Board policy. When expulsion is necessary because continuation of educational services is not feasible. If, however, the district, in consultation with the Title IX Coordinator, after having taken an initial individualized safety and risk analysis, believes the respondent must be removed from the district's education program or activity on an emergency basis during the Title IX grievance process in order to address an immediate threat to the physical health or safety of an individual, the process outlined in detail in Attachment 3 shall be followed.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

## **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

## **Retaliation**

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

## **Definitions**

*Complainant* shall mean an individual who is alleged to be the victim.

*Respondent* shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

## **Discrimination**

*Discrimination* shall mean to treat individuals differently, or to harass or victimize based on a protected classification including but not necessarily limited to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

*Harassment* is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct, such as graphic, written, electronic, verbal, or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

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

### **Definitions Related to Title IX Sexual Harassment**

*Formal complaint* shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

*Supportive measures* shall mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

*Supportive measures* shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources, including counseling resources.

*Supportive measures* may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

*Title IX sexual harassment* means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- i. Length of relationship.
  - ii. Type of relationship.
  - iii. Frequency of interaction between the persons involved in the relationship.
- b. *Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or has co-habited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- c. *Sexual assault* means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. *Stalking*, under Title IX, means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
- i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events, or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Secondary Education as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Bill West, Director of Secondary Education  
 Address: 540 E. Pleasant St., Corry PA 16407  
 Email: bwest@corrysd.net  
 Phone Number: 814-664-4677 ext. 1207

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate non-discrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's non-discrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures, such as assistance from domestic violence or rape crisis programs and community health resources, including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals, and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

### **Disciplinary Consequences**

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Temporary or permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

### **Reports of Discrimination**

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

### **Reports of Title IX Sexual Harassment**

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

## **BULLYING/CYBERBULLYING – CASD POLICY 249**

### **Purpose**

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

### **Definitions**

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

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

*Bullying*, as defined in this policy, includes cyberbullying.

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

### **Authority**

The Board prohibits all forms of bullying by district students.

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

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

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

### **Title IX Sexual Harassment and Other Discrimination**

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

### **Confidentiality**

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

### **Retaliation**

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

### **Delegation of Responsibility**

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

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

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

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

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

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

### **Guidelines**

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

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

### **Education**

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

### **Consequences for Violations**

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

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

**The complete list of School Board policies is available on the District website under "School Board."**

**CORRY AREA SCHOOL DISTRICT**  
**Absence/Tardy/Early Release Form**

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Please use this form as the written verification of your child's absence/tardiness or early release from school.  
*(The school is required by law to maintain your **written, signed** note explaining each absence/tardiness.  
The note is due upon your child's return to school after the absence/tardiness.)*

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
*(Print first, middle and last name)*

**Date(s) Absent/Tardy:** \_\_\_\_\_

**Reason for Absence/Tardiness/Early Release:** \_\_\_\_\_  
*(Please state briefly, such as "flu", "cold", "fever".)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Print Parent/Guardian's Name) (Parent/Guardian's Signature) (Date)*

*\*Note: Please attach doctor's excuse if applicable.*

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*(Please state briefly, such as "flu", "cold", "fever".)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Print Parent/Guardian's Name) (Parent/Guardian's Signature) (Date)*

*\*Note: Please attach doctor's excuse if applicable.*

It is understood that, as the parent/guardian of my student, I hereby consent to the use of photographs/videotape, image and work taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages. I understand that if I **do not want my student's picture to be used** in the above capacity, I must complete this and return this to the Middle High School Office.

\_\_\_\_\_ I **do not** give permission for my student's photo to be used for the 2022-2023 school year.

Name of Student (Printed): \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_