

Saint Clair Area Elementary/Middle School

Mr. Jason Bendle, Superintendent/Principal
Mr. Samuel Kochenberger, Dean of Students/IT Coordinator

Saint Clair Area School District
227 South Mill Street
Saint Clair, PA 17970

Telephone Number: (570) 429-2716
Website: www.saintclairsd.org

Name: _____

Section: _____

Homeroom Teacher: _____

Saint Clair Area Mission Statement

The foremost mission of the Saint Clair Area School District is the pursuit of excellence in education, its focus being to ensure that all students acquire the knowledge and skills necessary to contribute to society as ethical responsible citizens and establishing a personal commitment to life-long learning.

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TIME SCHEDULE

8:15am – 8:30am Breakfast Served	Doors Open; Students report to Gymnasium/Cafe
8:30am - 8:40am	AM HRM
8:42am - 9:22am	1st Period
9:24am - 10:04am	2nd Period
10:06am - 10:46am	3rd Period
10:48am - 11:30am	4th Period <i>K-2 Lunch</i>
11:32am - 12:14pm	5th Period <i>3-5 Lunch</i>
12:16pm - 12:58pm	6th Period <i>6-8 Lunch</i>
1:00pm - 1:40pm	7th Period
1:42pm - 2:22pm	8th Period
2:24pm - 3:06pm	9th Period

2 HOUR DELAY SCHEDULE

10:00am - 10:25am <i>No Breakfast Served</i>	Doors Open; Students report to Gymnasium/Cafe
10:30am - 10:40am	AM HRM
10:42am - 11:24am	4th Period
11:26am - 12:08pm	5th Period
12:10pm - 12:52pm	6th Period
12:54pm - 1:14pm	7th Period
1:16pm - 1:36pm	8th Period
1:38pm - 1:58pm	9th Period
2:00pm - 2:20pm	1st Period
2:22pm - 2:42pm	2nd Period
2:44pm - 3:04pm	3rd Period

ATTENDANCE & ABSENTEE POLICY

If your child is going to be absent, call the school's attendance line at (570) 429-2716 ext.211

State law requires the school to contact you. If no contact is made the absence is listed as **“unknown.”** If the school is not contacted in 48 hours, the absence will be listed as **“illegal.”**

Steps to follow when returning to school:

1. When students report to classroom/homeroom the following day they must bring a signed excuse note from parent/guardian stating the reason for absence and listing the dates they missed.
 - a. NOTE: If a written excuse is not submitted to the school within three (3) days of an absence the day will be marked as **“illegal.”**
2. A maximum of ten (10) lawful/excused absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days will require an excuse from a physician.
 - a. NOTE: **Physician's note must state that the student was seen in the office on the date(s) of absence.** If this does not occur the day will be marked unlawful/truant and a fine will be sent to the District Justice.
3. If a student accumulates one (1) day of unlawful absence or the equivalent, the district must notify the Children and Youth to put a TEP (Truancy Elimination Plan) into effect.
4. Excused Absences:
 - a. Illness, quarantine or recovery from accident
 - b. Serious illness or death in immediate family
 - c. Emergency medical or dental attention
 - d. Absences approved in advance with the school administration
 - e. Authorized religious holidays
 - f. Suspension
5. Unexcused Absences:
 - a. Truancy

- b. Missing school bus
 - c. Trips not approved in advance
 - d. Shopping
 - e. Birthday or other celebrations
 - f. Gainful employment
6. Educational Trips
- a. Parents requesting an educational field trip must complete the pink form that is located in the main school office.
 - b. Conditions of approval:
 - i. Students will be given the opportunity to make up any classwork, assignments, projects or tests that are part of the prescribed course.
 - ii. Student must request information that will be covered during the time of absence.
 - iii. Make-up tests will be administered at the teacher's convenience.
 - iv. All make-up work must be completed before the end of the current marking period.
 - c. Students accumulating absences of 5 or more days in the first 9 weeks period, 10 or more in the second, 10 or more in the third and 10 or more in the fourth may be denied approval.
 - d. Educational trip policy is to be limited to ten (10) days of approved absence.
 - e. No more than one (1) educational trip approval will be granted to a student within one school year.

EXTENDED ILLNESS

In the event of an extended illness, homebound instruction will be provided by the school district at no expense to the student's parent/guardian.

TARDINESS

Students arriving to school after 8:30am will need to be come with a parent to the main office with a note stating as to why the student was late. **NOTE: Repeated Tardiness will result in disciplinary action and possible truancy.**

PERMISSION TO LEAVE BUILDING

Students are allowed to leave the school building during the instructional day for doctor's appointments, religious instruction classes and other approved events. Parent/guardian must submit a note that states date, time of appointment, and who is picking the student up. Parents must sign the student out in the main office.

HEALTH SERVICES

Students who become ill during the day:

1. Report illness to classroom teacher
2. Teacher will notify nurse
3. Nurse will notify parent if student needs to go home
 - a. If a student leaves without properly checking out with school the day will be marked as unexcused/unlawful

GUIDANCE COUNSELING

A planned program of guidance counseling is an integral part of the educational program in the Saint Clair Area School District. A full-time Guidance Counselor is provided by the Saint Clair Area School District to assist students in making choices with which they are constantly faced. Assistance with personal, social, vocational, and educational issues is available from the counselor or from community agencies through referral. Students may visit the counselor with a pass from their classroom teacher or during study hall or lunches. Parents may contact the counselor by calling 570-429-2716.

HEALTH AND PHYSICAL EDUCATION

All students must participate in all scheduled physical education classes.

Only two (2) written parental excuses for health reasons will be accepted each semester. Additional excuses must be doctor's excuse presented to the school nurse.

All students must wear the proper attire to participate in physical education class; T- Shirt, gym shorts, socks and sneakers.

ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, parents will be called. If the school is unable to contact parents, the emergency numbers listed on the emergency contact sheet will then be used.

PROGRESS REPORTS

Student progress reports are usually issued midway through each of the four grading periods. Students performing at a level below a "C" average will receive a report.

PARENT CONFERENCES

Parent conferences are held three times a year. Each conference takes place at the end of the first three marking periods. Parents may also contact teachers through email or telephone. Teachers email addresses are listed on the school website under the faculty and staff section.

REPORT CARDS

Report cards are issued every 45 school days.

HONOR ROLL

- Distinguished Honors
 - 93% and above in all major subjects
 - 83% and above in all minor subjectsNo incompletes.
- High Honors
 - Achieving 2 A's (90) or higher and an 83% or above in every major subject. Minor Subjects with an 83% average, nothing lower than a 73%.No incompletes.
- Honors
 - Achieving an 80 or higher in every major subject with no grade lower than a C (73) in minor subjects. No incompletes.

GRADING SYSTEM GRADES K-2

Percentages or traditional grades are not used to assess children in Kindergarten through Second Grade. Report cards are standard based.

- **G = Above Standard**
- **S = At Standard**
- **N = Progressing Toward Standard**
- **U = Below Standard**
- **NA = Not Applicable at this time**

GRADING SYSTEM GRADES 3-8

Report cards reflect standard based benchmarks as well as percentages/traditional grades for core subjects which are on all school records in grades third through eighth.

- **G= Consistently EXCEEDS Benchmarks**
- **S = Consistently MEETS Benchmarks**
- **N = Progressing towards Benchmarks**
- **U=Limited Progress towards Benchmarks**
- **X = Not assessed at this time**

- **A+ = 97%**
- **A = 93% - 96%**
- **A- = 90% - 92%**
- **B+ = 87% - 89%**
- **B = 83% - 86%**
- **B- = 80% - 82%**
- **C+ = 77% - 79%**
- **C = 73% - 76%**
- **C- = 70% - 72%**
- **D+ = 67% - 69%**
- **D = 63% - 66%**
- **D- = 60% - 62%**
- **F = 60% - Below**

INCOMPLETE GRADES

Students who receive an incomplete grade in a course should immediately see the teacher and make arrangements to complete the missing work. An incomplete must be made up within two weeks or it becomes a failing grade, except under circumstances as determined by the principal.

PROMOTION AND RETENTION POLICIES

1. Promotion:

- a. A student will be promoted to the succeeding grade when the student has completed course requirements at the presently assigned grade and in the opinion of his/her teacher and principal achieved the instructional objectives set for the present grade and demonstrated the degree of sound emotional and physical maturation necessary for a successful and physical maturation.

2. Retention:

- a. A student cannot be retained more than once in K-3.
- b. A student cannot be retained more than once in the intermediate grades, Gr. 4 & 5.
- c. A student cannot be retained more than once in grades 6-8.

3. The student will be retained if he/she:

- a. Fails two (2) major subjects meeting five (5) times a week.
 - i. Mathematics
 - ii. Science
 - iii. Social Studies
 - iv. Reading
 - v. English
- b. Fails one (1) major subject and two minor subjects (meeting less than 5 times a week)

SUMMER SCHOOL

The Saint Clair Area School District participates in the summer school program conducted by the IU 29. This program is conducted online through the IU 29. A student may take a maximum of two courses to make up credits for promotion to the next grade. The transportation and cost of attendance are the responsibility of the parent/guardian of the student. Summer school applications are available in the main office.

HOMEWORK POLICY

Homework is an out-of-school assignment that contributes to the education of the student and, as such, is an extension of classroom work. Students who fail to satisfactorily complete three (3) assignments may be assigned to disciplinary action. Parents will be notified through the students' agenda, communication from the classroom teacher, and through the main office.

STUDENT DISCIPLINE

Saint Clair Area School District's purpose for existing is to give each student the opportunity to develop their own capabilities as much as possible. This can only be fulfilled when each student behaves in a responsible manner. Discipline will be at the administrator's discretion to move within the approved consequences dependent on severity and frequency of infractions and misconduct.

STUDENT CODE OF CONDUCT

Students will abide by these policies and guidelines while at school, on the school bus or during any school activity on or off school grounds.

1. Comply with the directions of all responsible adults. This includes the principal, teachers, secretaries, custodians, cafeteria workers, teacher aides, bus drivers, crossing guards and volunteer helpers.
2. Use school and private property in a careful and responsible manner. Damaged school property will be replaced at the expense of the student/parent/guardian.
3. Being prepared for class; seated, quiet with required materials ready to learn.
4. Do not disturb the educational process of the classroom in any manner.
5. Remain seated until the classroom teacher dismisses the classroom.
6. Cheating and plagiarism will not be tolerated in the building, to any level or degree.
7. Do not chew gum and or eat candy.
8. Use appropriate language in the school building.
9. Do not write, pass and/or read personal notes during the school day.
10. Do not engage in inappropriate displays of affection.
11. Remove hats and hoods upon entering and exiting the building.
12. Do not use electronic devices during school hours unless allowed otherwise by teachers/administration.

DISCIPLINARY POLICY

The Saint Clair Area School District acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

The teaching of discipline within our social framework is not only desirable, but is in fact the responsibility of all professional employees, within the accepted concept of the teacher acting “in loco parentis.”

The Saint Clair Area School District requires each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measure as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. The most meaningful and lasting discipline procedures are ones which are predicated on internal or self-discipline.

Teacher staff members and other employees of the Saint Clair Area School District having authority over students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations.

Any student disciplined by an employee of this District shall have the right to a written notice of the infraction.

In situations where a parent prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons or property.

VIOLATION OF SCHOOL RULES AND DISCIPLINE POLICY

Students are expected to exercise self control in their interactions with their fellow students, teachers and other personnel. If a student fails to exercise sufficient self-discipline, teachers and other personnel have the obligation and responsibility to correct the student’s behavior.

Students who do not follow the discipline code and student code of conduct will be formally disciplined. The following actions can and will be implemented as a consequence to the students’ actions:

1. Written warning from district administration
2. **After school detention M-Fri. 3:15pm - 4:15pm or otherwise directed by administration.**
3. Saturday School Hours: 8:00am-11:00am
4. Loss of Privileges from school related activities and extra- curricular activities, such as but not limited to sports, assemblies and field trips.
5. In-School Suspension/Out of school Suspension.
6. Expulsion

Loss of Privilege

Students who receive in-school suspension or out of school suspension, may receive a loss of privileges for school events and programs...this may include, but not limited to field trips, class trips, dances, assemblies, sporting events, biddy basketball, junior high sports, after school activities, extra curricular activities, etc.

DISCIPLINE CODE & CONSEQUENCES

Level I Offenses

- Eating in Unauthorized Areas
- Horseplay or Scuffling
- Dress Code Violation
- Loud Boisterous Noise
- Minor Defacing of School Property
- Possession/use of non-instructional items
- Public Display of emotion and affection
- Running within the confines of the school
- Tardiness to school or class
- Throwing Objects
- Sleeping in Class
- Violation of Classroom Procedures established by teacher
- Unprepared for Class
- Being in unauthorized areas without a pass
- Failure to complete assigned work, class work, homework projects.
- Chewing Gum
- Cafeteria Misbehavior
- Bus Misbehavior
- Derogatory comments/disrespect to a teacher/staff.

Approved Responses to Offense

1. First Level
 - a. Written Warning
2. Second Level
 - a. Afterschool Detention
3. Third Level
 - a. Saturday School
 - b. In-School/Loss of Privileges
4. Fourth Level
 - a. In-School/LOP
 - b. Out of School Suspension/LOP
5. Fifth Level
 - a. Meeting with Parents and district administration/Formal hearing

Level II Offenses

- Cheating on assignments/tests; Lying to school personnel
- Cutting Class/Activities
- Continuation of Unmodified Level I misbehaviors
- Dressing in such a manner as to cause disruption in the educational process
- Failure to complete assigned afterschool detention
- Falsification of school records and documents
- Loitering in unauthorized areas of the school building grounds
- Misbehavior at a school sponsored event
- Possession of obscene materials
- Showing flagrant disrespect to school in word and/or gesture
- Truancy
- Use of Obscene language or gestures
- Harassment of students and staff

Approved Responses to Offenses

1. First Level
 - a. After School Detention
2. Second Level
 - a. Saturday School
 - b. In-School/Loss of Privileges
3. Third Level
 - a. In-School/LOP
 - b. Out of School suspension/LOP
4. Fourth Level
 - a. Meeting with Parents and district administration/Formal Hearing

Level III Offenses

- Continuation of Unmodified Level I or II Misbehaviors
- Blatant Defiance of a School Employee Directive
- Assault and/or Battery on another Student
- Dissemination of Unauthorized Materials
- Extortion
- Fighting
- Indecent Exposure
- Intimidation: Threat to student(s) and/or school personnel
- Leading or Participating in a walkout
- Theft/Possession/Sale of another's property
- Vandalism
- Harassment
- Use or possession of tobacco products.

Approved Responses to Offenses

1. First Level
 - a. Temporary Removal from Class
 - b. In-school/Out of school
 - i. Up to five (5) days
2. Second Level
 - a. Out of school suspension
 - i. Up to Ten (10) days
3. Third Level
 - a. Meeting with District Administration and parents/Formal Hearing

Level IV Offenses

- Continuation of Level I, II or III Misbehaviors
- Assault and/or Battery on school Personnel
- Arson
- Bomb Threat
- Cyberbullying
- Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/Community on school grounds or at school sponsored activities
- Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which create a clear and present danger to the health and welfare of the school community
- Harassment of school personnel or continued harassment of other students
- Leading or participating in a riot
- Possession/use/furnishing/selling controlled substances
- Possession/use/transfer of dangerous weapons or explosives
- Setting off incendiary devices
- Unwarranted pulling of a fire alarm
- Vandalism of school property or personal property.
- Sexual Harassment

Approved Responses to Offenses

1. All proven offenses in Level IV have a mandatory 10 day full suspension with an informal hearing
 - a. Referral to appropriate Law Enforcement Agencies
 - b. Recommendation for Psychological Services
 - c. Recommendation for Alcohol/Drug Rehabilitation
2. Restitution
3. Confiscating of Material
4. Formal Hearing with Board of School Directors
5. Expulsion
6. Alternative Education Programs
7. Charges under the Saint Clair Area Discipline Policy (Fines \$100-\$300)

DRUG AND ALCOHOL POLICY

The Saint Clair Area School District prohibits the use, possession and distribution of any controlled substances during school hours, on school property (including but not limited to the Football stadium) at school sponsored events and on school buses.

1. A student possesses drug related paraphernalia or a drug look alike in school or during a school function.
 - a. Meeting with Parents and district administration. Police may be contacted.
 - b. SAP team referral
 - c. 3-10 days of In-school or out of school suspension.
2. A student possesses uses or is under the influence of alcohol, controlled substances or prescription drugs in school or at a school function.
 - a. Meeting with parents and district administration. Police will be contacted.
 - b. Ten (10) day out of school suspension
 - c. Expulsion
3. A student possesses uses or is under the influence of alcohol, controlled substance or prescription drugs during a school trip or event away from school grounds.
 - a. Parents and Police are notified
 - b. The student is sent home immediately at parent expense or detained until parents arrive.
 - c. Ten (10) day out of school suspension

SCHOOL BUS REGULATIONS/PENALTIES FOR INFRACTIONS

The Saint Clair Area School District provides busing as a privilege not a right. Students that do not follow the rules and guidelines set forth by the transportation company and the school district will face suspension from this privilege. Pupils transported in a school bus shall be under the authority of a responsible bus driver. The driver of the school bus shall be required to report infractions to the school who may take disciplinary action which could lead to the suspension of bus privileges.

The Following rules of conduct must be observed by all pupils riding the buses:

1. Do not attempt to get off the bus until it has come to a complete stop
2. Remain in your seat while the bus is moving
3. Keep all parts of the body in the bus
4. Do not tamper with bus equipment. Pupils will be held responsible for costs of repairs
5. Do not disrupt the bus ride, such infractions may include but not limited to: Disrespecting the driver, loud noises and conversations, Smoke/Tobacco use, yelling out the windows.
6. Electronic devices are permitted on the bus at your own risk or the discretion of administration.
7. Eating or drinking on the bus is prohibited
8. Live animals are prohibited from the bus
9. Cross in front of the bus at all times

Response to infraction:

1. Offense – Written Warning
2. Offense – Suspension up to 5 days
3. Offense – Suspension up to 2 Weeks
4. Offense – Suspension up to 1 Month
5. Offense – Suspension from bus indefinitely

Students may ride only on their designated bus. Changes can only be made after parent contact to the District Office.

Responses to infractions are a guideline and are subject to changed based on the severity of the issue and are at the discretion of the administration.

TELEPHONES

The office telephone is a business phone and should be used by pupils for emergencies only. Parents should not call the school except in cases of extreme emergency, in making appointments for conferences, in calling in that their child is ill. Students must obtain permission from the office before using the telephone.

CELL PHONES

We strongly encourage families not to allow students to bring cell phones to school. If families allow students or students choose to bring a cell phone, it is the student's responsibility to keep the phone turned off and out of sight throughout the school day. The school takes no responsibility for lost, stolen, damaged, or misused phones. Students who are caught using a cell phone during the school day will receive the following disciplinary action: The phone will be confiscated and a parent will need to come into school to pick up the phone.

WEAPONS

The Saint Clair Area School District recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety and staff and is prohibited by law.

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle, look-alike weapon, and/or any other tool, instrument of 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, under the student's control while she/he is 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 on his/her way to or from school.

The district 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 conveyance providing transportation to school or a school sponsored activity.

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

SEARCH POLICY

According to established policy and procedures, whenever the principal believes he has "reasonable cause/suspicion" to suspect endangerment of the health, welfare or safety of individuals in the school, he has the legal right to perform a search of an "individual" locker and/or person or periodic general searches of all or randomly chosen lockers.

The principal and delegated staff may also periodically inspect lockers for damage, defacement, intentional jamming or sharing.

LOCKERS

Lockers are school property entrusted to the students and are to be properly cared for and not used for storage of illegal items. Lockers are subject to inspection at any time. Any locker damage or malfunction should be reported to the office as abuse and misuse will be charged to the student. **Students are encouraged not to leave money or other personal valuables in the lockers.** School is not responsible for lost or stolen items. Locks are not permitted on the lockers.

Students should not store books or any other items in any locker except the one assigned to them. Students violating this policy will be subject to discipline.

SUSPENSION

At the discretion of the principal,

1. Suspension shall mean either in-school or out-of-school.
2. Any disciplinary case may be taken to any higher level of penalty including a formal hearing leading to expulsion

Students involved in offenses leading to a “full suspension” shall be offered an informal hearing between the hours of 9:00 A.M. and 3:00 P.M. during the period of “temporary suspension.” Students who have been suspended shall not participate in any school activity either as a participant or as a spectator during the term of the suspension.

Students shall be permitted to make up work missed while being disciplined by temporary or full suspension within the following guidelines:

1. Students must request and complete the missed work within a period of time numerically equal to not more than 1 plus the number of school days missed due to suspension. For example: If the length of the suspension was 3 days, the student will be given 4 days from the time he/she returned to school to request and complete the assigned work.
2. Students will earn failing grades for all work not completed by the due date.
3. Make up tests may be taken during study halls, recess, or free time.
4. Teachers are not responsible for reteaching the missed materials.

Procedures of obtaining assignment and supervision of students shall be determined by the principal.

Once a student has served three in-school suspensions in one school year, that student shall only be admitted back to class following a parent-teacher and/or guidance counselor conference. Conferences relative to the above policy will be arranged through the principal. Additionally, students shall only be admitted back to class after such a conference takes place following any out of school suspension(s).

CORPORAL PUNISHMENT

The Saint Clair Area School District does not administer Corporal Punishment and it will not be administered to a child whose parents have notified school authorities in writing that such disciplinary method is prohibited. However, even when a parent or school board prohibits it, corporal punishment may be administered:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons and property.

HARASSMENT

The Saint Clair Area School District strives to provide a safe, positive learning climate in which harassment in any form is not tolerated. Students who are being harassed are encouraged to promptly report such incidents to their teacher, the guidance counselor, or the principal.

Reports of harassment will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties shall be maintained.

The term **harassment** includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Sexual harassment shall consist of unwelcomed sexual advances, inappropriate touching and other inappropriate verbal or physical conduct of a sexual nature. Examples include but are not limited to touching or propositions, verbal abuse of a sexual nature, graphic sexual comments about an individual’s dress or body, sexual degrading words to describe an individual; jokes, abusive language, or any conduct that has the effect of unreasonably interfering with a student’s ability to work or learn and creates an intimidating environment. Each faculty and staff member is responsible for maintaining an educational environment free from all forms of unlawful harassment. Students shall report a complaint of harassment by a faculty or staff member, orally or in writing, to the principal immediately.

ADMISSION TO SCHOOL

Students may be registered in the Saint Clair Area School District with the following documentation:

1. Child's birth certificate
2. Proof of residency:
 - a. Per Capita Tax
 - b. Federal Tax Return
 - c. Custody Papers w/ documentation of dependency
 - d. Lease, Deed, Pay Stub, etc.
3. Child's immunization record or doctor's verification for:
 - a. 4 doses for diphtheria and tetanus (4th dose on or after the fourth birthday)
 - b. 3 oral doses for polio
 - c. 2 doses for measles, mumps and rubella
 - d. 1 dose of Varicella (Chicken Pox) or proof of having had the disease.

WITHDRAWING A STUDENT

The following procedure must be followed if you are planning to withdraw your child from Saint Clair Area School District.

1. Please notify the office of the date your child will be leaving.
2. Insure that all books are returned and any fees or fines are paid including lunch balances.
3. When you enroll your child at the new school, you will sign a release of information form. We will transfer copies of the student's records after we receive this form from the new school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords 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 educational records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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.

SCHOOL DISTRICT RESOURCES

Student Assistance Program (SAP)

The Students Assistant Program is made up of a group of caring, specially trained staff members who want to provide students with help in overcoming obstacles that prevent them from achieving in school. Students experiencing difficulties due to the things that might be going on either in or outside of school may feel free to seek confidential assistance from any member of the team.

Problems for which a student may want to seek help could include, but are not limited to; depression, anger, drugs and/or alcohol, problems at home, or difficulties with classmates.

Referrals to the Students Assistant Program may be made by the student, a friend, a parent/guardian, or by a staff member. Referral forms are available in the main office and may be submitted confidentially in the nurse's office.

SCHOOL SUPPORT GROUPS

These small group sessions strive to support the "at risk" student and to enhance the self-esteem of each participant. The group setting allows the individual student to express his/her concerns freely, thus opening the door to behavior modification.

Instructional Support Team (I.S.T.)

The innovative I.S.T. program has set as its primary goal the intention to maximize individual student success in the classroom setting. To achieve this goal, students are taught on their instructional grade level thereby strengthening academic skills, building self-confidence and improving self-esteem. This program also serves as a screening process for students who may be in need of special education services.

Title I Program

Title I is a federal program which supports elementary and secondary education. The program helps make it possible for schools to provide strong academic support services. Each district uses its Title I money to supplement and improve regular education programs offered to help students meet state standards.

Title I is based on three important concepts:

1. All students should have a fair, equal, and significant opportunity to obtain a high-quality education and to reach, at minimum, proficiency on state academic standards and assessments.
2. Local districts, schools, and parents know best what their students need to meet with success. The Title I program allows them to decide how to use these funds to implement research-based proven practices to help students
3. Parents have the right to be involved in the design and operation of their school's Title I program, and have the responsibility to help their children succeed in school.

Saint Clair Elementary / Middle School now has a school wide Title I program. All students will receive the help they need at any time throughout the school year. All parents will receive the school's Title I Parent Involvement Compact and Policy. All families are welcome and encouraged to participate in our school's parent involvement activities. More information can be found on the Title I page of our school website by going to <http://www.saintclairsd.org/> and clicking on "Faculty and Staff".

STUDENT COUNCIL

The Saint Clair Area School District acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools. The District will recognize the Student Council as the official voice of the student body in the Saint Clair Area Elementary/ Middle School and shall appoint a qualified member or members of the faculty to serve as advisors to Student Council activities.

FIRE DRILLS

The Pennsylvania School Law requires that every school should have regular fire drills within the school hours while school is in session. Fire drill instructions are posted on all homeroom bulletin boards.

When the alarm is sounded, all students leave the exit listed on the regulations. Students should move single file and keep moving until all students have cleared the building and proceed north.

The purpose of emergency fire drills is to practice a quiet, orderly and rapid departure from the school building.

Guidelines for students are:

1. Maintain silence at all times
2. Stay in single file unless you are directed other wise.
3. Everyone must exit the school.
4. Students will be recalled to the school when the drill is completed.

BOOK FINES

Books shall be inspected at the end of the year and fines for damages may be assessed based on the teacher's estimate of the damage, taking into consideration as to how the damages occurred. Report cards may be withheld until fines are paid.

BOOK BAGS

Students are encouraged to use book bags to carry their books to and from school. **Book bags must remain in student lockers during the school day.** They may not be carried to and from each class except when going to gym class.

VISITORS

All visitors must report to the school office. They must wear a visible school pass, obtained in the office. Visitors are not allowed to be in the halls without approval from the principal and a school district employee.

Parents wishing to see their child or to confer with a teacher must first go to the school office where they shall obtain information which will help to execute their business.

SELLING IN SCHOOL

No money-making projects may be implemented in the school without the approval of the office. Anyone selling or soliciting in school without permission should be reported to the office immediately.

CHANGE OF ADDRESS PHONE NUMBERS

One of the greatest problems schools may have during the day is locating parents in the event of an emergency. The reason is that changes occur in phone numbers or work places, or authorized individuals and parents forget to notify the office in the event of changes. The importance of maintaining updated information cannot be overemphasized. **Doctors/emergency rooms will NOT treat children without their parents' consent, and in the event of an emergency, we must be able to reach parents.**

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

It is the responsibility of every student to show respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal or religious convictions.

Students who choose to refrain from such participation shall respect the rights and interests of classmates who wish to participate.

TEXTBOOKS

Textbooks are school property and issued to students and additional reference books may be provided as needed. Each textbook is stamped on the inside cover with a place for the student's name and date of issue.

Students must cover each textbook. Lost books or damage resulting from misuse will be charged against the student. Any student who deliberately damages or loses school property will be held responsible for the damages incurred.

DRESS CODE

There appears to be a definite relationship between good dress habits, good work habits, and proper school behavior. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and not acceptable.

The following items are **prohibited during the school day** or selected school activities:

1. Brief and/or revealing clothing. Students must recognize that brief and/or revealing clothing is not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear halter tops, garments with spaghetti straps or strapless garments. Garments that are "see-through", cut low, or expose one's midriff are not acceptable. Skirts and shorts must not be shorter than 5 inches from the top of the knee.
2. Clothing that presents a health or safety hazard.
3. Undergarments worn as outer garments.
4. Pajama bottoms.
5. Clothing which bears offensive, disruptive logos or messages, pictures, drawings which are drug, alcohol or sexual in nature or relate to violence or are racially or ethnically offensive.
6. Hats, hoods, bandannas, or sunglasses in the building.

7. Chains, chain wallets, straps or any other item which may cause harm to another person.
8. Clothing not worn as designed/intended.
9. Unsafe footwear, clogs, flip flops, sandals without support straps, bedroom slippers, etc. Administration has the right to deem footwear to be unsafe.
10. Steel toed boots or shoes.
11. Sneakers which convert to roller skates are prohibited.
12. Hair designs which are disruptive, distracting, or dangerous to the health and safety of the individual or others.
13. Students are prohibited from wearing earrings in any part of their body except for their ears.
14. Administration has the authority to judge the appropriateness and safety of apparel.
15. Shorts may only be worn August, September, and when announced at the discretion of the Superintendent.

JEWELRY AND OTHER ADORNMENTS

In the case of the day-to-day school environment, the administration and/or teaching staff may require that students remove any jewelry or other adornments which might reasonably be considered as posing threat to the safety of the student or other students or staff or posing a threat to or interruption of the education process.

TOBACCO USE FOR ALL EMPLOYEES & VISITORS

Tobacco use by employees and visitors is prohibited in school buildings of the Saint Clair Area School District.

Any employee or visitor in any school building and in possession of a lighted cigarette, cigar, pipe and other lighted smoking equipment or using smokeless tobacco in any form, e-cigarettes and vapes, regardless of whether they contain tobacco, will be subject to an administrative conference and may be cited before the local magistrate.

When referred to the magistrate, the employee or visitor could be subject to a civil fine of not more than fifty dollars. (\$50)

The principal is authorized by Saint Clair Area School Board to cite employees and visitors who violate the “No Smoking” provision of Public Law 103-227.

Saint Clair Area School District SPECIAL EDUCATION/EDUCATION FOR ALL

The Saint Clair Area School District is dedicated to providing each student with a comprehensive and complete education. For most children, the regular classroom activities provide the challenge necessary for academic growth. Other children may need individualized education to help them become more successful.

There are various types of exceptionalities. The term exceptional includes children with physical, emotional or mental disabilities and even those who are gifted. You may think your child is exceptional because you have noticed him/her having trouble talking, hearing, understanding or that your child has special, gifted ability. If you suspect that your child is exceptional you should contact the school guidance counselor.

Currently, Saint Clair Area has the following types of special education programs in operation:

1. Gifted Support Classes
2. Learning Support Classes for grades K-8
3. Speech/Language Support Classes
4. Occupational Therapy
5. Hearing Impaired Support Classes
6. Itinerant Support Classes
7. Instructional Support Services
8. Life Skills

An exceptional child is entitled to an appropriate program of special education or training which is designed to meet his/her individual needs.

This is only a brief description of the special education process. If you desire additional information or if you have a question, please contact the special education coordinator, school guidance counselor, or support teacher. They can provide you with literature to explain the programs and your rights under special education. Remember, education is a team effort, and when the home and school work together, child success is the result.

FIRST AID

First-aid equipment is available at all schools. In case of accidents on the school grounds, children will be given first-aid by the school nurse or a school staff person. If further treatment is necessary, the parents will be notified. If the parents cannot be reached, the school will follow the directions on the emergency procedure card, contacting people in the order indicated by the parent on the card.

Injuries that occur at home should be treated and taken care of at home, so the student will be ready to participate in class when arriving at school.

FLUORIDE SUPPLEMENTARY PROGRAM

The State Dental Health Program has approved and endorsed a Dietary Fluoride Supplementary Program offered by the Saint Clair Area School District. This program provides a fluoride tablet free of charge to all elementary students in grades Kindergarten through Sixth in our school district. This service will be offered through the entire school term. The tablet, which will help prevent tooth decay, will be given daily by the teacher to those pupils whose parents gave permission on the annual health update form.

If your child is receiving a fluoride tablet at home, he/she should not participate in the school program. If at anytime you decide that you no longer want to participate in the program, please notify the nurse in writing.

MANDATED HEALTH SCREENING PROCEDURES

Height & Weight: Every child, every year (K-12). Students who are referred should be taken to their family physician.

Vision: Every child, every year (K-12). Students who are referred should be taken to an optometrist or ophthalmologist.

Hearing: All children in grades K, 1, 2, 3, 7, 11 and those in special education programs in other grades. Students who are referred should be taken to their family physician.

Scoliosis: All children in grades 6 & 7. Students who are referred should be taken to their family physician.

Screening Referrals: If you receive a notice that your child has failed one of the screenings, promptly take your child to the appropriate practitioner to be checked and return the completed referral notice to the school nurse. (Visits to private physicians and practitioners may not be billed to the district). Should you have any questions about the referral, please call the school nurse.

DENTAL EXAMINATIONS

Dental examinations are required by the Pennsylvania School Code for children on original entry (kindergarten), grades 3 and 7. Family dental forms are given to students near the beginning of the school year. These should be returned to the school nurse as soon as possible. Family dental examinations are the financial responsibility of the parent/guardian. School dental exams are offered **free of charge** during the winter.

PHYSICAL EXAMINATIONS

Pennsylvania School Code states that children on original entry (kindergarten), grades 6 and 11 are required to have a physical examination.

This examination should be done by your family doctor because he/she can best evaluate your child's health. The private physician forms are given to students at the beginning of the school year. Private physical examinations are the financial responsibility of the parent/guardian. Parents are encouraged to return private physical forms as soon as possible. School physical exams are offered **free of charge** during fall.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

The Saint Clair Area School District recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.

PRESCRIPTION MEDICATION POLICY

Any student in need of taking medication during school hours must provide ALL of the following:

1. A doctor's written order for each medication to be administered. Order must include: student name, medication, dosage, route, and time. Fax number: 429-2859.
2. **All medication must be in the original container and labeled with the child's name, instructions for administration, content identification and the name of the physician who ordered the medication.** We recommend that you ask the pharmacist for a "school bottle" with a complete label and the amount of medication that will be needed at school.
3. The child's parent/guardian must provide written permission for the administration of

any medication. A medication card will be sent home with the student and must be signed by the child's parent/guardian and returned to the school nurse the following day. By signing permission for medication administration the parent/guardian release, discharge and hold harmless the Saint Clair Area School District, its agents and employees, from any and all liability and claim whatsoever for the administration of the medication to the child.

4. **Immediately upon arrival to school, all medication is to be brought to the nurse.**
5. **No prescriptive or over-the-counter medication may be carried in the child's pocket, pocketbook, lunchbox, book bag or locker.** The only exceptions are a physician prescribed inhaler for asthma or an emergency anaphylactic kit with a written prescription in the nurse's office stating the student may carry the medication with him/her. Violations will be addressed under the Drug and Alcohol Policy.
6. The school nurse, building principal or their designee shall arrange to administer the medication. In the absence of the school nurse, the school principal or his designee will administer the medication. When possible the student will self-administer the medication in the presence of the school principal or his designee.

POSSESSION/USE OF ASTHMA INHALERS

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner, or physician assistant.
2. A 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 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.

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

AUTHORITY

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

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The district establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

DELEGATION OF RESPONSIBILITY

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

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

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what inappropriate use is.

GUIDELINES

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

PROHIBITIONS

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

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with district policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.

SECURITY

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

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

CONSEQUENCES FOR INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

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

COPYRIGHT

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

INTERNET/ COMPUTER SAFETY

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

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

Internet safety measures shall effectively address the following:

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

CHALLENGE CLASS

Challenge Class is an enrichment program for students in grades 7 & 8. In order to participate in the program, students are screened based on the previous year's report card grades and **teacher referrals**. Teachers recommend students who are **highly motivated** and able to miss regular class to participate in the challenge class without negative effects on their regular classroom work. The top 10-15% of the class (based on overall class size) will be selected based on the aforementioned criteria.

Parents will be notified by mail if their child qualifies and will have to sign and return a permission form to the school for their child to participate in the program.

Students will meet one or two periods a week as time permits. If students are pulled during a regular class (not study hall or study skills), it will be the student's responsibility to make up any missed work.

No student is required to participate in challenge class and may opt out with a signed parent note. Students may be asked not to attend challenge class if regular work and grades are falling to unacceptable levels at any time.

BULLYING

Bullying will not be tolerated in the Saint Clair Area Elementary/Middle School or at school sponsored events. Bullying is any **ongoing physical** or **verbal mistreatment** where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more students. Bullying is a violation of a person's right to feel **physically** and **emotionally safe**.

Examples of bullying behavior include but are not limited to the following:

1. Offensive verbal or written name calling
2. Threats
3. Aggressive personal contact
4. Intimidating body language
5. Invading personal space
6. Damage or theft of personal property
7. Cyberbullying

CONSEQUENCES

Students who engage in the following bullying behavior will be subject to the following disciplinary action, but not limited to:

1. Verbal or written offense (written warning and notice to parents)
2. Aggressive personal contact (in school suspension one to five days) (counseling program attendance)
3. Continued bullying behavior (out of school suspension or expulsion)

DETENTION

Afterschool Detention:

1. M-Fri. 3:15pm-4:15pm
2. Students must provide transportation
3. Students must bring work to do the entire session
4. If a student skips an afterschool detention, they will be assigned a Saturday School

Saturday School:

1. 8:00am-11:00am
2. Doors Locked promptly at 8:00am
3. Students must bring work to do entire time
4. Transportation must be provided by student
5. Students can re-schedule one (1) Saturday School per year. A note must be presented to school five (5) days prior to Saturday school.
6. Students who are absent or skip a Saturday School will be assigned one (1) day of Out of School Suspension.

STEPS FOR STUDENTS

If you are being bullied either verbally or physically, **immediately** notify the principal, your parents, the counselor, a teacher, a crossing guard, bus driver, or staff member. Most times if this behavior is not reported it will continue and get worse. If someone is making you afraid to come to school, report them at once. The principal and teachers are here to protect you and make school a safe and enjoyable place for you to learn.

Students can make our school bully free by taking the following actions:

1. Seek immediate help from an adult if you witness a student being bullied.
2. Report incidents of bullying or violence to the principal or a teacher. (Your identity will be kept confidential)
3. Offer words of kindness, encouragement and respect to students who may have difficulty making friends.
4. Resist the temptation to join in the laughing, teasing, or spreading of rumors.

STUDENT ACTIVITIES

The school encourages the students to support extra-curricular activities, such as athletic contest, dances, academic competitions, etc. Dress and behavior should be suited to the activity you are participating in. When we are the host for inter school activity, our behavior sets the standard for our visitors. When we visit another school, our behavior reflects on our entire student body. Behavior that is inappropriate may be reason for exclusion from attendance from future activities. **NOTE: Students who are absent for the afternoon of the day due to illness will not be allowed to attend or participate in extra-curricular activities on that day.**

YEARBOOK

The Yearbook staff is responsible for putting together the Saint Clair Area Elementary/Middle School Yearbook. Students are selected by the advisor in the fall to design, layout and distribute the book. Yearbook staff also sponsors the Yearbook sales each year.

SECURITY CAMERAS

Security cameras are installed in various areas of the Saint Clair Area Elementary/Middle School. They are maintained to help insure student safety and the safety of the school. The monitors for the cameras are located in the school's main office. They are maintained and monitored during school hours by district security personnel, office staff, custodial staff and administration.

BEHAVIOR AT ATHLETIC EVENTS

Students will realize that a reputation for good sportsmanship is worth far more than merely winning a certain game; consequently, they will not applaud rough play or poor sportsmanship shown by any member of his own team.

Students will be courteous to officials, opposing teams, fans and our other visitors.

Students are expected to be in the bleachers when games are in progress. Students will only visit concession stands and restrooms during halftime and between games.

Students will not throw paper or any other materials upon the gym floor. Students will not leave the fenced-in football area or the gym area without getting permission from a teacher or the principal.

No food/drink/gum in the gym at any time.

NONCUSTODIAL PARENTS

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities.

The non-custodial parent may not visit with the student during the school day nor may the student be released to the non-custodial parent unless written permission is given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

PUBLIC COMPLAINTS

Any resident or community group shall have the right to present a request, suggestion or complaint concerning district personnel, the program, or the operations of the district. Any misunderstandings between the public and the school district shall be resolved by direct informal discussions among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures will be employed.

Any requests, suggestions or complaints reaching Board members and the Board shall be

referred to the Superintendent for consideration and action. In the event that further action is warranted, based on the initial investigation, such action shall be in accordance with the following procedures:

Procedures

First Level – A matter specifically directed toward a teaching staff member or administrator shall be addressed, initially, to the concerned staff member who shall discuss it with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority.

Second Level – If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the building principal or superintendent.

Third Level – If a satisfactory solution is not achieved by discussion with the building principal, the principal shall attempt to schedule a conference with the Superintendent. The principal will furnish to the Superintendent a report which will include the specific nature of the complaint and a brief statement of the facts giving rise to it.

Fourth Level – Should the matter still not be resolved by the Superintendent, or if it is beyond his/her authority and requires Board action, the Superintendent shall furnish the Board with a complete report.

*Please note the complete complaint procedure is available in the Saint Clair Area Board Policy Manual.

STUDENT RECORDS POLICY – ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Saint Clair Area School District maintains a cumulative student record for each child. This information is kept in order to assist in the day-to-day operation of the educational programs and to meet the requirements of federal and state

laws. The information regarding each child includes student identification and attendance data, information on academic progress and performance, and results of standardized group achievement and cognitive ability tests. Records of standardized tests taken by secondary students on a voluntary basis, usually for college entrance purposes, also are recorded. Disciplinary records, certain juvenile history record information and student health records also are maintained as required by state law.

DISCLOSURE OF DIRECTORY INFORMATION – PUBLIC NOTICE

Under FERPA, the District also may disclose without consent “directory information” concerning a student. For example, directory information may be included in publications such as sports programs, newspapers, radio and television news releases, awards and graduation programs, yearbooks, alumni directories, musical and play programs, and other school publications. Directory information is information not generally considered harmful or an invasion of privacy if disclosed, including but not limited to the student’s name, address, telephone number, e-mail address, photograph, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and other similar information. Parents who wish to have their children exempted from publication or other disclosure of directory information may do so by letter to the school principal. The letter must be received by the school principal at least thirty (30) days prior to the date of publication or other disclosure of information.

COMPLIANCE STATEMENT

Saint Clair Area School District continues its policy of nondiscrimination on the basis of race, age, sex, religion, color, national origin, handicap or disability, as applicable in its educational programs, activities or employment policies. This policy is as required by Title IX of the 1972 Educational Amendments, Title VII of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all other applicable state, federal and local laws and ordinances. For information regarding Title IX and Title VII compliance, contact the Saint Clair Area School District, 227 South Mill Street, Saint Clair, PA 17970. (570) 429-2716. For information on Section 504 compliance, contact the above School District address. For information regarding the American With Disabilities Act, contact the Office of Special Education at the above School District address.

CONFIDENTIALITY OF STUDENT RECORDS

Saint Clair Area School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accord with state and federal law and the school district's student records policy. Parental rights regarding student records are described previously.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION IDENTIFICATION PROGRAMS AND SERVICES AND GIFTED EDUCATION

Saint Clair Area School District, in conjunction with the twelve member school districts and the Schuylkill Intermediate Unit 29, is required by the Individuals with Disabilities Education

Improvement Act of 2004 (IDEIA), to provide a free appropriate public education for children, ages 3 through 21, with disabilities. Children with disabilities are those that are in need of special education and related services as a result of one or more of the following physical and/or mental disabilities:

1. Autism
2. Deaf-Blindness
3. Hearing Impairment Including Deafness
4. Emotional Disturbance
5. Intellectual Disability
6. Multiple Disabilities
7. Orthopedic Impairment
8. Other Health Impairment
9. Specific Learning Disability
10. Speech/Language Impairment
11. Traumatic Brain Injury
12. Visual Impairment including Blindness
13. Developmental Delay (for Children age 3 through the age of admission to a school age program)

Screening and Evaluation Procedures

The Saint Clair Area School District and all member school districts have procedures in place to help identify children who may be eligible for special education and related services. The process includes both screening procedures for potential speech, hearing and vision needs as well as parent/guardian or teacher referrals for a comprehensive educational evaluation. If the parent/guardian believes their child may be eligible for special education and or related services, they may request a screening and evaluation at any time at no cost to them. Any such request should be directed to the school district special education contact person listed at the conclusion of this announcement. All requests for preschool-aged children should be directed to the Schuylkill Intermediate Unit Preschool Department, also listed at the conclusion of this announcement.

Services for Protected Handicapped Students

In accordance with Section 504 of the Rehabilitation Act of 1973, all school districts must provide services to and may not discriminate against “protected handicapped students”. A “protected handicapped student” is a student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. A “protected handicapped student” may qualify for special services to ensure equal opportunity to participate in the school program including extracurricular activities to the maximum extent appropriate for the individual student.

Gifted Education Services

The Saint Clair Area School District offers specially designed instruction for students that have been evaluated and identified as “mentally gifted.” These services include specially designed programs or support services that are not ordinarily provided in the regular education program. School districts use multiple criteria, including IQ score, to identify students with gifted ability who may require specially designed instruction.

Early Intervention Services

Young children, who may experience developmental delays, including physical and/or mental disabilities and their families, are eligible for early intervention services provided by Schuylkill Intermediate Unit 29. The services include screening and evaluation procedures, educational programs and related services, as well as information for families including consultation and referral to community agencies, if appropriate, at no cost to the family. In order to obtain additional information please contact the Early Intervention Administrator listed at the conclusion of this notice.

Services for infants and toddlers from birth to age 2 are the responsibility of the Department of Public Welfare. In order to obtain additional information, please contact Services Access and management Inc. at (570) 621-2700.

Notice of Rights under Family Educational Rights and Privacy Act of 1974

The Saint Clair Area School District is required to protect the confidentiality of personally identifiable information of students in accordance with federal law and state and federal rules and regulations. The rights and privacy of students include the following:

1. The right to inspect and review the student’s educational records within forty-five days of the date that the educational agency receives a request for access to the records.
 - a. A written request, identifying the record(s) to be inspected, should be submitted to the building administrator of the school where the student attends.
2. The right to request that the student’s educational records be amended if the parent/guardian believes the records to be inaccurate or violates the privacy or other rights of the student.
 - a. A written request identifying what record(s) are seeking to be amended and why, should be submitted to the building administrator of the school where the student attends.
 - b. The school will notify the parent/guardian, in writing, of the decision, and advise them of their right to a hearing regarding their request for amendment of the record(s).
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that federal and state law authorize disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education at the Family Policy Compliance Office concerning alleged failures by the educational agency to comply with the requirements of FERPA

Questions with regard to programs and services for eligible students with special needs, as well as thought to be exceptional students may be addressed to the School District and/or Intermediate Unit 29 personnel as follows:

Saint Clair ASD
570-429-2716

Blue Mountain SD
570-366-0515

Mahanoy ASD
570-773-3443

Minersville ASD
570-544-8270

North Schuylkill SD
570-874-0495

Pine Grove ASD
570-345-2731

Pottsville ASD
570-621-2985

Schuylkill Haven ASD
570-385-6726

Shenandoah SD
570-462-1957

Tamaqua ASD
570-668-2566

Tri-Valley SD
570-682-9909

Williams Valley SD
570-544-9131

Schuylkill IU 29
School Age Programs
570-544-9131

Schuylkill IU 29
Pre-School Programs
570-544-9131

Period	Day 1	Day 2	Day 3	Day 4	Day 5
1					
2					
3					
4					
5					
6					
7					
8					
9					

**SAINT CLAIR AREA SCHOOL DISTRICT PARENT AND STUDENT
HANDBOOK REVIEW CONTRACT**

The Saint Clair Area School District Parent/Student Handbook has been created in order to provide our students, parents, teachers, and community members with current information about the district's policies and procedures including discipline, homework, and attendance. We expect students to put forth their best effort and conduct themselves at all times in a manner that will promote a safe and orderly learning environment.

I am a student at Saint Clair Area Elementary/Middle School. I have read the rules, policies, and regulations of the school or have had them explained to me. I agree to abide by them.

Signed _____ Date _____

My child, _____ and I have read and discussed the rules, regulations, educational policy, student conduct and dress codes, discipline policy, attendance policy, and homework policy at Saint Clair Area Elementary/Middle School.

I agree to encourage my child to follow these rules and policies and undertake to become personally involved in my child's education.

Signed _____ Date _____

Signed _____ Date _____

Address _____ Phone _____

The foremost mission of the Saint Clair Area School District is the pursuit of excellence in education, its focus being to ensure that all students acquire the knowledge and skills necessary to contribute to society as ethical and responsible citizens, establishing a personal commitment to life-long learning.