The Clairton City School District strives to empower its stakeholders to increase academic achievement so that students can become lifelong learners and competitors in the global marketplace.

Student: ________________________________ 1st Period: __________

School Day:
7:30 a.m.   Breakfast
7:50 a.m.   Homeroom
8:00 a.m.   School Day Begins
2:44 p.m.   Student Dismissal
I have reviewed the Clairton City School District Student Handbook with my student:

Student:____________________________ Grade:_____  1st Period#:______
(please print)

Parent/Guardian

_____________________________Date:___/___/___
(signature)

Student

_____________________________Date:___/___/___
(signature)

Please return this form to the student’s 1st period teacher, no later than Monday, September 19, 2019.
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SCHOOL BOARD & ADMINISTRATION

Board of Directors of the Clairton City School District

Mr. Richard Livingston, President
Mr. Roger Tachoir, Vice-President
Mr. Lawrence Carra
Mr. Felix Fusco
Ms. Barbara Roberts

Rev. Gloria Ruffing, Treasurer
Ms. Rikell Ford
Ms. Artrena McKenzie
Mrs. Kathy Santoline

Ms. Gayle Colonna, Board Secretary

Central Administration
502 Mitchell Avenue
Clairton, PA 15025
412-233-7090

Dr. Ginny Hunt, Superintendent
Mr. Lawrence Nicolette CPA, Business Administrator

Building Administration
501 Waddell Avenue
Clairton, PA 15025
412-233-9200

- Dr. John Wilkinson, Middle School/High School Principal
- Ted Ulmer, Athletic Director
- Mrs. Debra Maurizio, Elementary School Principal
- Mrs. Deborah Marshall, Principal K-12/PIMS
- Mrs. Sara Hoffman, Supervisor of Special Education
- Mr. Thomas McCloskey, Principal K-12/Cyber School

School Board Meetings
Work session meetings are scheduled the third (3rd) Wednesday of each month at 6:00 p.m. Legislative meetings are scheduled for the fourth (4th) Wednesday of each month at 7:00 p.m. Both meetings are held in the Boardroom (Room #225) in the High School and the public is invited and encouraged to attend.

Title IX
The Clairton City School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, sex, handicap, or limited English proficiency in its
activities, programs, or employment practices as required by the PA Human Relations Act, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Dr. Ginny Hunt, Title IX Coordinator, and Section 504 Coordinator at the Administration Building, 502 Mitchell Avenue, Clairton, Pa 15025 (412) 233-7090 ext. 2201. The Pennsylvania Human Relations Commission website is [www.phrc.pa.gov](http://www.phrc.pa.gov).

<table>
<thead>
<tr>
<th>DIRECTORY</th>
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<tbody>
<tr>
<td>OFFICE OF:</td>
</tr>
<tr>
<td>Superintendent</td>
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<tr>
<td>Superintendent's Admin. Assistant</td>
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<tr>
<td>Federal Programs</td>
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<tr>
<td>Federal Programs Admin. Assistant</td>
</tr>
<tr>
<td>Business Administrator</td>
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<tr>
<td>Payroll</td>
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<tr>
<td>Accounts Payable</td>
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<td>Public Relations</td>
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<td>Middle/High School Principal</td>
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<tr>
<td>Middle/High School Associate Principal, Athletic Director</td>
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<tr>
<td>High School Secretary</td>
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<tr>
<td>Position</td>
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<td>----------------------------------</td>
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<tr>
<td>Elementary Principal</td>
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<tr>
<td>Principal K-12, Attendance/Truancy PIMS/Safety Coordinator</td>
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<tr>
<td>Elementary Secretary</td>
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<tr>
<td>Principal K-12, Cyber School</td>
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<td>Special Education Secretary</td>
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<tr>
<td>Guidance Secretary</td>
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<tr>
<td>School Nurse</td>
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<td></td>
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<tr>
<td>Social Worker/ Home School Visitor</td>
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<tr>
<td>Food Service</td>
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<tr>
<td></td>
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<tr>
<td>Technology Coordinator</td>
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ELECTRONIC DEVICE POLICY

Student___________________________________________ 1st Period #___________

The Clairton City School District Handbook clearly states, "Students of Clairton City School District will not be permitted to bring electronic devices, with the exception of cell phones for students in grades 9-12, into the building. Students are strongly encouraged to keep all electronic devices at home."

If parents/guardians of Elementary/Middle school student decide to permit their children to bring electronic devices to school, the following procedure will be followed:
- Staff members will collect the items as students enter
- The electronic devices can be picked up by the student at the end of each day

Please note: Clairton City School District will not accept responsibility for any lost or stolen items.

High school students will be permitted to use personal electronic devices during non-instructional times, including lunch periods, before and after school hours, and in between classes, so long as such does not:
1. Disrupt school activities or instruction.
2. Violate any other Board or school policies.
3. Violate State or Federal law.
4. Violate any of the prohibitions set forth in this policy.

Student
Signature_________________________________________________Date_____/_____/___

Signature of
Parent/Guardian___________________________________________Date_____/_____/___
Clairton City School District Entrance Policy

PREVENTATIVE SAFETY MEASURES

- Security Guards
- Metal Detectors
- Visitor Identification System
- Scheduled Drills & Evacuations
- Child-safety Alarms on Doors
- Cameras (Inside & Outside)

METAL DETECTORS

- All staff, students, family members, visitors, vendors, etc. are required to pass through metal detectors before gaining entrance to either building.
- Individuals are asked to place electronic devices, keys, etc. in bins before walking through the metal detectors.
- If the system beeps, the individual is asked to check pockets, etc. and attempt to enter again.
- If the metal detectors beep a second time, individuals will be wanded by Security.
- After wanding, entrance to the building will be prohibited if beeping continues as student safety is our priority.

VISITOR IDENTIFICATION

- All staff, family members, visitors, vendors, etc. will be required to check in via the district’s Visitor Information System located at each building entrance.
- Individuals will need to show a Driver’s License or Valid State ID to the Security Guard.
- If an individual does not have identification, entrance may be denied.
- Tardy students will also sign in via the system starting at 8:10.
BELL SCHEDULE: MIDDLE/HIGH SCHOOL

7:30 Staff Reports
7:35 - 7:55 Breakfast
7:50 Students Admitted to 1st Period
8:00 Tardy to School

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Minutes</th>
<th>Lunches (30 minutes eat/13 minutes activity)</th>
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<tr>
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<td>8:00-8:43</td>
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<td>2</td>
<td>8:45-9:28</td>
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<td>3</td>
<td>9:30-10:13</td>
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<td></td>
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<tr>
<td>4</td>
<td>10:15-10:58</td>
<td>43</td>
<td>6th/7th/8th Grade</td>
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<tr>
<td>5</td>
<td>11:00-11:43</td>
<td>43</td>
<td>9-12th Grade</td>
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<tr>
<td>6</td>
<td>11:45-12:28</td>
<td>43</td>
<td>9-12th Grade</td>
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<tr>
<td>7</td>
<td>12:30-1:13</td>
<td>43</td>
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<tr>
<td>8</td>
<td>1:15-1:58</td>
<td>43</td>
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</tr>
<tr>
<td>9</td>
<td>2:00-2:44</td>
<td>44</td>
<td></td>
</tr>
</tbody>
</table>
ASSESSMENT CALENDAR

Winter Keystone Exams:
December 3 & 4-Biology
December 5 & 6-Literature
January 8 & 9-Algebra

Spring Keystone Exams:
May 11 & 12-Biology
May 13 & 14-Algebra
May 18 & 19-Literature

PSSA:
April 21, 22, 23-ELA
April 27, 28-Math
April 29, 30-Science (grade 8 only)

RESOLUTION PROCESS

When a parent/guardian has reason to inquire about specific matters concerning their child, the following procedure is to be used:

1. Call the school and request a meeting with your child’s teacher.

2. When you meet with the teacher if your concerns have not been addressed to your satisfaction, let the teacher know that you will make an appointment with the principal.

3. The principal will meet with the teacher. If the student is in special education, the Director of special education will also attend the meeting.

4. The parent will be contacted to meet with all parties in order to reach an agreed-upon solution to the problem.
1. If the concerns of the parent/guardian have not been addressed to the satisfaction of the parent/guardian, a meeting will be held with the Superintendent, parent/guardian, principal, teacher and special education director (if indicated). The parent/guardian may choose to bring another person to the meeting.

**Clairton Elementary School**  
Debra Maurizio, Principal  
501 Waddell Avenue  
Clairton, PA  15025  
412-233-9200 Ext. 1051

**Clairton Middle /High School**  
Dr. John Wilkinson, Principal  
501 Waddell Avenue  
Clairton, PA  15025  
412-233-9200 Ext. 1251

**Superintendent**  
Dr. Ginny Hunt  
502 Mitchell Avenue  
Clairton, PA  15025  
412-233-7090 Ext. 2200

**Supervisor of Special Education**  
Sara Hoffman  
501 Waddell Avenue  
Clairton, PA  15025  
412-233-9200 Ext. 1162

**SECTION I – GENERAL INFORMATION**

**AUTHORITY**

Administrators have the same authority as parents/guardians regarding student conduct and behavior during the time students are in attendance at school. This includes going to and from their homes (PA School Code Section 1317).

**ADDRESS/TELEPHONE CHANGE**

Change of address or telephone number must be reported to the respective building office and health office immediately in order to maintain effective communication. Accurate, up-to-date information is essential in case of illness or emergency.

**CELL PHONES - Middle School**
Middle School students of Clairton City School District will not be permitted to bring electronic devices of any type (including cell phones) into the building. Staff members will collect the items as the students enter and items can be picked up at the end of each day. Clairton City School District will not accept responsibility for any lost or stolen items. Students are strongly encouraged to keep all electronic devices at home. (Please sign electronic device sheet and return to 1st period teacher.)

**Cell Phones - High School**

High school students will be permitted to use personal electronic devices during non-instructional times, including lunch periods, before and after school hours, and in between classes, so long as such does not:

1. Disrupt school activities or instruction.
2. Violate any other Board or school policies.
3. Violate State or Federal law.
4. Violate any of the prohibitions set forth in this policy.

**CHILD ABUSE**

Under the Child Protective Service Act of 1975, all school district personnel are mandated by law to report suspected child abuse to Children, Youth and Family Services. Teachers may also inform their immediate supervisor. It is not the responsibility of the teachers or other school personnel to interview the children who may be victims or to contact the family before reporting to the state agency. Report of any suicidal intent or child abuse does not require consent from the parent to share information with the appropriate authorities. Reports of suspected abuse will be made to the Child Abuse Hotline and the Children and Youth Services immediately by telephone; a written report will be submitted within 48 hours.

Concerned citizens may also make a report of suspected child abuse with reasonable cause by calling the toll-free Child Abuse Hotline at 1-800-932-0313. All reports made are strictly confidential and anonymous. Concerned citizens may also use the Child Abuse Hotline directly without notifying the school.

Clairton City School District *Policy No. 806 CHILD/STUDENT ABUSE* can be accessed at: [http://www.boarddocs.com/pa/clai/Board.nsf/goto?open&id=9TD3YG6FC687](http://www.boarddocs.com/pa/clai/Board.nsf/goto?open&id=9TD3YG6FC687)

**DRESS CODE**
A student’s appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. Specific guidelines are as follows:

● Shorts/Skirts: Shorts/skirts length must be no shorter than fingertip length when the student’s arms are placed at his/her side. No cheer shorts are to be worn to school.

● Jeans/Pants: Jeans and pants may not have tears or holes above the knee and should not expose the body or underwear. Sag-style pants are not permitted.

● Footwear: Dress shoes, tennis shoes, sandals, or boots. No flip-flops, slippers, or slides.

● Miscellaneous Apparel: Sunglasses, hats, bandanas and athletic headbands will not be permitted. Spiked jewelry, chains or cords are not permitted to be worn or carried, including those attached to metal objects, wallets, belt loops, and clothing.

● Shirts: All shirts must have sleeves. Bare shoulders will not be permitted, including bare midriff tops, spaghetti straps, and backless tops. Hoods on sweatshirts cannot be worn on top of the head. Violations to this rule will be strictly enforced.

● Graphics, Photos, etc.: Articles of clothing may not contain profane, blasphemous, provocative, or obscene photos, slogans, or other graphics. No article of clothing may be imprinted with slogans, photos or graphics, which refer to alcohol, guns, violence, drugs, sex or tobacco.

Any clothing or apparel, jewelry, accessory or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute, which indicates or implies membership or affiliation with a gang or secret society, is prohibited.

Students who report to school wearing articles of clothing that have been prohibited will be asked to change or call home for different clothing. Repeat offenders will be dealt with under the discipline policy. All decisions concerning dress code violations will be at the discretion of the administration.

EMERGENCY SCHOOL CLOSINGS & DELAYS

Sometimes conditions arise which force the closing or delay of school. If this occurs in the morning before school begins, the Auto-Dialer Phone System will be activated to call every home of students, teachers, and staff to alert them as early as possible after the decision is made. Announcements will be made by television stations Channel 11 (WPXI), Channel 4 (WTAE), and Channel 2 (KDKA). Additionally, announcements may be made by radio station 1020 (KDKA). Closings are also listed on the Clairton School District website as well as the following web sites:
Please do not call the broadcasting stations or the school office concerning school closings. Excessive telephone calls interfere with calls necessary to the emergency situation.

Occasionally, severe weather conditions or other problems may be serious enough to necessitate the closing of school during the day to justify sending the students home early. If this happens, announcements will be made via the television, radio stations or websites listed above and through the Auto-Dialer of the phone system of the school. Parents/guardians should give emergency instructions to their children so they know where to go if school is dismissed early and no one is at home.

EMERGENCY EVACUATION PLAN

In the event of an evacuation of the Clairton Education Center students will be escorted to the Clairton City Building located at 551 Ravensburg Boulevard.

- Grades 9-12 students will be housed in the Maintenance Area
- Grades 6-8 students will be housed in the Fire Department Area located to the right rear of the City Building
- Grades K-1 students will be housed in the Conference Room
- Grades 2-5 students will be housed in the Council Chambers

Once an “All-Clear” has been issued, students will return to the Education Center.

In the event that it is necessary to release children to their parents, the following procedure shall be used:

1. All vehicular traffic will be blocked at 10th Street and at the North end of Ravensburg Bridge. This is to assure the safety of over 900 students and staff who will be moving in a small, confined area. Parents must park on St. Clair or Waddell Avenue and walk to the City Building.
2. No Student will be released via a telephone call.
   3. To assure safety in releasing students, parents must pre-approve any individual who is authorized to remove the student from the City Building area. You will not be able to take the children of friends, neighbors or relatives unless the name appears on the pre-approved form. Children will only be released to adults listed on the child’s Evacuation Card.
4. Individuals who are authorized to take your child may be asked to show a Photo ID, especially if the teacher present doesn’t recognize the individual.
5. When asking for the release of a student, proceed to the building in which the child is housed. An area will be set up to release each child. If children are of different grade levels
and housed in different buildings, you must go to each separate building to secure the release of the child.

6. Students not released will remain with school staff until the parent/guardian can be contacted.

ENROLLMENT OF NEW STUDENTS

The parent/guardian must accompany a new student to enroll in the Clairton City School District. Registration is in the following offices:

Elementary Office - Kindergarten – 5th Grade
Guidance Office - 6th Grade – 12th Grade

- Kindergarten – The child must be five (5) years old on or before September 1 of the school year s/he enters kindergarten.

Kindergarten Early Admission

Students who will turn five (5) after September 1 and before October 31 are eligible for early admission testing by the district psychologist with written request of the parent/guardian. The district psychologist will administer an IQ test, social skills behavior test and a kindergarten readiness skills test. Testing must be completed by the start of the school year.

The Board may admit a child who demonstrates readiness for entry by the first day of school, upon written request of the parent/guardian, recommendation of the psychologist and approval of the Superintendent.

The Board is not required to admit any child whose age is less than the district’s established age of five (5) for kindergarten.

- First Grade – The child must be six (6) years old on or before September 1 of the school year s/he enters first grade.

First Grade Early Admission

Students who will turn six (6) after September 1 and before October 31 are eligible for early admission testing by the district psychologist with written request of the parent/guardian. The psychologist will administer an IQ test, social skills behavior test and achievement tests. Testing must be completed by the start of the school year.

The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the school psychologist, and approval of the Superintendent.
The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.

Parents/guardians must provide the following information to enroll a student:

- Proof of Residency
- Birth Certificate
- A copy of all transcripts and records from the former school
- A copy of the student's immunization record
- Compliance with Act 26 – A sworn statement or affirmation that the student was not suspended or expelled from any school for an offense involving weapons, alcohol or drugs, or the willful infliction of injury to another person or for any act of violence committed on school property.

**FIRE DRILLS & SEVERE WEATHER ALERTS**

Fire drills are held at least once a month. Fire exits are indicated in each room and there is an assigned route for leaving the building. The rules for such drills are very stringent and must be observed by all students. It is important that class groups stay together to enable teachers to check rosters. Students who fail to comply with emergency procedures be disciplined.

**FLAG SALUTE & PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper 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 belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Students who wish to refrain from such participation shall remain standing, respectfully silent through the flag salute and the Pledge of Allegiance.

**HAZING**

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in any organization. This includes but is not limited to:

- Any brutality of a physical nature, such as whipping, beating, branding
- Forced calisthenics
- Exposure to the elements
Forced consumption of any food, liquor, drug or other substance.

Any activity that would subject an individual to extreme mental stress such as:

- Prolonged sleep deprivation
- Forced prolonged exclusion from social contact
- Forced conduct which could result in extreme embarrassment
- Any other forced activity which could adversely affect the mental health or dignity of the individual.

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

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, parent/guardian, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist, ignore or engage in any hazing activity.

HEALTH SERVICES

The nurse maintains school office hours to handle first aid and emergency care for all students. Parents/guardians are encouraged to report any health problem to the school nurse as soon as possible. Certain information may be shared with other staff members when the nurse deems it necessary for the health and safety of the student. This especially applies to life-threatening allergies and medical conditions, as well as any dietary restrictions or considerations. Otherwise, information shared with the school nurse will be considered confidential and maintained in the nurse’s office.

IDENTIFICATION CARDS

Photo identification (ID) cards will be issued to all students at the beginning of each school year. ID cards will be required for admittance to certain school events.

LOCKERS

Lockers are to be kept clean. Periodic locker checks may be made by the 1st period teacher or principal. Students are responsible for all items contained in their assigned locker. For this reason, students are NOT to share lockers.

All students must use a lock provided by the school office. All lockers must remain locked throughout the school day. Lost, stolen, or removed locks must be replaced at a cost of $5.00 per lock.
Money and/or other valuables should not be brought to school. If it is necessary to bring valuables to school, they should not be left in lockers. The school is not responsible for articles that are lost, misplaced, or stolen.

Lockers are the property of the school district. Students should not assume that they enjoy complete privacy. The administration has the right to inspect a locker or other student possessions at any time when a principal has a reason to believe that a locker or possession may contain something harmful or illegal. This search may be for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the school.

VISITORS
To ensure the safety of all children, all visitors, including parents/guardians, must go through the metal detectors before reporting to the Security Desk at either entrance. Immediately, all visitors must obtain a visitor’s pass upon entering the school building. An administrator has the right to refuse admittance to any person. All visitors will be escorted to and from their locations.

Security personnel are stationed on the school grounds and are authorized to monitor student behavior, control student movement, assist and direct school visitors, and patrol parking areas and the school building. Students and visitors are to follow any and all directions of the security guards.

If a parent/guardian requests a conference with a teacher, counselor, or a principal, an appointment must be made in advance.

WORK PERMITS
The state law requires each student seeking employment (ages 14 thru 17) to obtain a certificate for employment from the school district. Work permits are available Monday through Friday after school from the Middle School/High School Guidance Office. The student must be accompanied by a parent/guardian and bring an original birth certificate in order to fill out an application. The parent/guardian must also bring a driver’s license or photo identification. Please call 412-233-9200, Ext. 1256 for additional information.

When a student is persistently disobedient, has an incident of profound disobedience, or accumulates excessive unexcused tardies and/or unexcused absences, a principal may revoke the student’s work permit.
**SECTION II - ATTENDANCE**

School starts: 7:50 a.m. and ends at 2:44 p.m.
Tardy: 8:00 a.m.

Students are expected to arrive on time and remain for the entire day unless scheduled for classes outside CEC.

State law requires that all children attend school regularly. Attendance at school is the responsibility of students and their parents/guardians. Regular and punctual attendance is a critical element of the learning process and essential for successful student achievement. Recognizing that there is a relationship between attendance and achievement, it is the parent’s responsibility to ensure their child’s attendance. A child can never make up a day missed even though s/he may go over the assignments that were presented.

The school district is responsible for monitoring and maintaining records of the attendance of students. All absences are treated as unexcused until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three calendar days of the absence. Parents will be informed that if they fail to provide a written excuse within three days of the absence, it will be permanently counted as unlawful. The PDE recommends that schools immediately inform parents in writing upon each incident of unlawful absence.

Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met.

Students who miss ten (10) consecutive days will be disenrolled. The parent/guardian will be required to re-enroll the child after the tenth (10th) day of absence.

**Homeroom/1st Period Attendance**
The regular school day begins at 7:50 a.m. in grades 6 – 12, and the Tardy to Homeroom bell rings at 8:00 a.m. Students will report to their assigned 1st period by 8:00 a.m. and be in their assigned seats so that state-mandated attendance can/will be taken. Because attendance in 1st period is mandatory, students who report to school after 1st period without checking in at the attendance desk in the main lobby will be reported as absent and disciplinary action will be taken. Any student, in grades 6-12, entering school between 8:00 and 8:06 will be directed to the alternate homeroom.

**Attendance Credit**
- **Full-day attendance credit:** arrive before 9:00 a.m.
- **Half-day attendance credit:** arrive between 9:00 a.m. and 11:15 a.m.
- **No attendance credit:** arrive after 11:15 a.m.
Excused Absences
Pennsylvania compulsory attendance laws list the only legally excused absences as:

- Court appearances
- Death in the immediate family
- Educational trips (see Pre-Approved Absence)
- Health-related appointments – Must provide a Doctor’s note for this credit
- Illness
- Impassable roads
- Quarantine of the home
- Recognized religious holidays and services
- Recovery from an accident
- School-sanctioned absences
- Tutorial work in a field not offered by the school
- Unforeseen circumstances**

*Parents/guardians should make every effort to schedule doctor’s appointments after school hours.
**Acceptance of all absence excuses is ultimately at the discretion of a Principal.

Prolonged Absence
Any student absent for a prolonged time (exceeding 3 consecutive days) should bring an excuse signed by a doctor for that absence. During prolonged illness or hospitalization, the parent/guardian should request homework assignments by calling 233-9200: Please allow 24-48 hours for the collection of requested work.

Extension 1250 (6th-12th grades)

The homework will be available to be picked up within 48 hours following the request. When the absence is longer than one week, the parent/guardian should return the student’s completed work for the first week and request additional work.

Pre-Approved Absence
Pre-approved absences may be granted to students for pre-planned educational trips. Parents/guardians must notify a Principal in writing no less than 10 school days before a family educational trip. Pre-approved absences are considered excused absences. Students are expected to obtain assignments in advance and submit completed work on time.

Excuses will not be accepted for any trips not pre-approved; therefore those days will be considered Illegal Absences and may lead to citation to the District Magistrate’s Offices. Parents should note that this pre-approval is required.

School-Sanctioned Absences
School-sanctioned absences are class absences resulting from a student’s approved participation in school sponsored field trips, performances, co-curricular and extracurricular
activities and events. Students are expected to obtain assignments in advance and submit completed work on time.

**Returning after an Absence**
A student who is absent from school must, within three (3) days, present to his/her 1st period teacher a written excuse signed by a parent/guardian detailing the reason for the absence. Teachers will deliver these written excuses to their respective school secretary each day. Upon receipt of the written excuse, the student will be issued an excused absence form. It is the student’s responsibility to show the excused absence form to all of his/her teachers.

The student will be given an Excuse Form to take home and have his/her parent complete when they return to school, and it is required that parents fill them in, sign them, and return the forms to school on the next day. A copy of the form can be found at the back of this Handbook for parents to use and or copy for future use. Parents are urged to keep copies of all dates of excused absences for their own records.

If written excuses are not provided within three (3) school days of the date of absence, the days absent will be considered unexcused and appropriate disciplinary action will be taken. Retroactive excuses submitted after this three (3) day period will not be honored (PA School Code Sec. 1354).

Students who have provided a written excuse that meets the guidelines explained above will have an opportunity to complete work that was missed without receiving penalties to their grades.

**Class Cuts**
Students are required to report to all scheduled classes when school is in session. A class cut occurs when a student:

⇒ is absent from class without an excuse from a school administrator or staff member.
⇒ is present in school but does not attend class.
⇒ leaves class or school without permission.
⇒ misses more than five (5) minutes of the class because of an unexcused tardy to class.

Classroom attendance and participation is an important part in the evaluation of student’s grades. Any date that a student is present for school, s/he will be required to attend all classes on their schedule for the entire class period. Any absence for a class period on that date will be counted as a Class Cut. Students who have unexcused absences from a class have jeopardized their ability to complete the requirements of the course. They may not make up class activities, and will not receive credit for any work or tests assigned or due at that time.

In all cases of unexcused absences, action will be taken and, as per School Code, the student may be required to appear before the Magistrate. Any child who has attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant
may, in lieu of being prosecuted, be referred by the school district to the local county children and youth agency for services, which may include addressing family issues that may be responsible for the child’s truant behavior or, possible adjudication as a dependent child under the Juvenile Act.

**Procedures for Unexcused/Illegal Absences**

1. A student who misses three (7) illegal/unexcused days will be cited to the District Magistrate’s Offices as Persistently Truant based on the Notifications section below.

2. A student who misses ten (10) or more illegal/unexcused days during the Senior school year, may not be permitted to graduate and will be in jeopardy of failing. Any student in another grade level missing ten (10) illegal/unexcused days or more during the school year may not be promoted to the next grade level. The decision will be made at the discretion of the building principal.

3. When a student has reached ten (10) days of absence excused or otherwise, the parents/guardians of the student will be sent a warning letter and/or a telephone call informing them of excessive absences. A written excuse from a physician may be required for every day of absence beyond ten (10) days. A physician’s excuse will also be required for any consecutive absence of three (3) or more school days.

4. A student who is seventeen (17) or older who fails to comply with attendance standards may be dropped from the day program and placed into a community school in order to meet graduation criteria.

5. Any students with ten (10) or more consecutive absences will be withdrawn from school. A certified letter will be sent to the parent/guardian.

**Excessive Absence, Tardy, and Illegal Absence Notifications**

The School Attendance Improvement Plan (SAIP) is developed cooperatively with involved stakeholders through a school-family conference, which is required after the school’s notice to the student’s parent/guardian upon the third unlawful absence. Teachers are the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Therefore, teachers should implement a plan of action including, but not limited to:

- Sharing and reviewing school policy on attendance and student responsibilities with students and families;
- Contacting the student’s parent/guardian upon their absence;
- Meeting individually with students to discuss reason(s) for absence;
- Following up with the building principal (or assigned truant officer);
- Making referrals to guidance counselors and
- Collaborating with Student Assistance Teams as appropriate
School districts shall coordinate a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon SAIP to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child’s educational environment, current academic difficulties, physical or behavioral health issues, and family/environment concerns. At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

SAIP may be held without a parent if several attempts have been made to meet with the parent and the SAIP’s mailed to them. Progressive actions will be taken for unlawful absences/tardiness to school according to the following schedule:

1\textsuperscript{st} absence  
Verbal warning to student. Written warning to parent/guardian

2\textsuperscript{nd} absence  
Written warning to parent/guardian of 2nd absence.

3\textsuperscript{rd} absence  
Written contact with parent/by U.S. Postal Service.

4\textsuperscript{th} absence  
Written contact with parent/guardian Student referred to Student Assistance Program (SAP)

5\textsuperscript{th} absence  
Written contact with parent/guardian. Student referred for School Attendance Improvement Plan (SAIP)

6th absence  
Written contact with parent/guardian. Student referred to Focus on Attendance program

7th absence  
Parent/guardian and student will be cited by magistrate.

**Excessive absences and tardies will result in a hearing before the District Magistrate and revocation of work permits and eligibility for activities and athletics.**

**Dismissal**
The Clairton City School District is concerned for every child’s safety while in a direct route to and from school. The school retains the right to require parents/guardians to escort their children to and from school if the Principal or their designee has reasonable proof that an individual student’s safety is in danger.

**Early Release**
Early releases from school will be granted for verifiable reasons that are the same as for excused absences. Students will be issued an early release to leave school under the following circumstances:

- A valid, written early release excuse from a parent/guardian must be submitted to the main office before-8:30 a.m.

- The early release excuse must include release time, reason for the early release and a telephone number where the parent/guardian can be reached for verification.

- Students will not be given an early release without written approval and verification by a parent/guardian. This means that no phone requests for release will be honored. Parents may come to the school if they did not send in a note.

- Students will be released from school only to their parent/guardian or to persons authorized by their parents/guardians.

- In extreme emergency situations, a phone call request for an early release may be approved by a Principal or their designee but must be followed the next school day by a written excuse submitted to the main office.

- The parent/guardian should verify all early dismissals by calling the Clairton City School District Attendance Office at 412-233-3717 before 8:30 a.m.

- Students returning to school from an early release must immediately sign in at the Security Post at either entrance and then with the School Secretary for their level. Students who fail to sign in will be considered as unexcused.

- Early releases from school prior to 11:30 a.m. or reporting to school after 11:30 a.m. may preclude the student's participation in co-curricular, extra-curricular or athletic activities for that day.

- Students who sign in to school after 11:30 a.m. will be marked absent for the whole day, due to the short time left in the school day.

- Students will not be dismissed during school hours for non-school activities other than those reasons listed for excused absences.

- If a student becomes ill, the parent/guardian will be contacted by the school nurse, a Principal, or designee so that arrangements can be made to have the student taken or sent home.

- Students are NOT permitted to leave school without authorization.
● Students are NOT to remain on school property after an early release.

Any student who forges an early dismissal or has someone other than a parent/guardian call to verify may be denied further early dismissals and disciplinary action may be taken.

**Tardies**

Tardies disrupt the educational process. Getting to school and to class on time every day are responsibilities which all students can fulfill. Habitual, excessive or flagrant tardiness will not be tolerated and will result in disciplinary action. The accepted reasons for excused tardies are the same as those listed for excused absences. Students who are not inside their assigned homerooms when the late bell rings at 8:06 a.m. are considered tardy to 1st period.

![Image of a clock showing 8:06 a.m.]

**Tardy to school before 9:00 a.m.**

Any student who arrives to school after 8:06 a.m. must sign in at the Tardy Table in the front lobby.

**Tardy to school after 9:00 a.m.**

No student will be admitted into the building after 9:00 a.m. unless accompanied by a parent. Parents must then sign their child into school at the respective school office. Written verification must be provided upon arrival. A student will only be admitted when accompanied by a parent/guardian. A note from a parent/guardian will not be accepted.

Any student who is found in the school without reporting to 1st period or the main office will be sent directly to a Principal for disciplinary action and may be cited for trespassing.

**Unexcused Classroom Tardies**

Teachers will monitor and chart individual classroom tardies. Teachers may assign disciplinary options for tardies to class, i.e. extra writing assignments, detentions, etc. Repeated class tardiness will be handled by the classroom teacher with involvement of the Guidance Counselor, the SAP Team, the Social Worker, and the parent/guardian so that prompt arrival to class is achieved. Only after these additional interventions do not improve promptness to class, will students who continue to be tardy to class be considered insubordinate and will be disciplined accordingly. An unexcused tardy to class that results in more than 5 minutes of the class period being missed will be considered a class cut.

**SECTION III – GRADING & PROMOTION**

**Grading Criteria**

25
Reporting pupil progress is very important to the parents, faculty and administration of Clairton City School District. Student report cards are distributed quarterly and show a letter grade and a percentage grade that reflect student achievement for each subject in which the student is enrolled. Progress Reports are distributed between the quarterly report cards to alert families if a student is not performing at a satisfactory level.

Parents have 24/7/365 access to student grades, attendance, and general progress through the Internet. The program that provides parents this information is called Go.Edustar and can be accessed through the Clairton School District website under the Quick Links. Each Parent / Guardian will automatically receive login information via email if they provide an email address to the school. All grades given for daily assignments, class participation, projects, quizzes and examinations will be considered when compiling the grade issued for a report card.

**Grading Scale**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>G.P.A.</th>
<th>G.P.A. based on %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% - 90%</td>
<td>4.0</td>
<td>3.50 – 4.00</td>
</tr>
<tr>
<td>B</td>
<td>89% - 80%</td>
<td>3.0</td>
<td>2.60 – 3.00</td>
</tr>
<tr>
<td>C</td>
<td>79% - 70%</td>
<td>2.0</td>
<td>1.50 – 2.59</td>
</tr>
<tr>
<td>D</td>
<td>69% - 60%</td>
<td>1.0</td>
<td>0.76 – 1.49</td>
</tr>
<tr>
<td>F</td>
<td>59% - 50%</td>
<td>0.0</td>
<td>0.00 – 0.75</td>
</tr>
</tbody>
</table>

There are four (4) 45-day grading periods for the school year. Grading period grades will be based on the student’s earned percentage grade. The percentage number earned will be reported and averaged. Class rank will be based on the adjusted quality point average (Q.P.A.)

**Grading Policy**

CCSD POLICY NO. 213 ASSESSMENT OF STUDENT PROGRESS can be accessed at: http://www.boarddocs.com/pa/clai/Board.nsf/goto?open&lid=9P37UR1B4359

**Reports to Parents/Guardians**

**Report Cards**

Formal reports of scholastic attainment are given to students at the end of each nine weeks (4) times a year. The last report card is mailed home except for elementary school students, grades K-5, who receive their report cards on the last day of school.

**Progress Reports**

A progress report is used between report periods to inform parents/guardians of progress by the student in any particular subject. This notice must be issued for all students and not just students who are not attaining the “C” level of achievement in a given subject at the mid-point of the nine-week grading period. If a grade drops after the
mid-point of the marking period, a teacher must contact the parent/guardian to engage the family in assisting the student to meet the course requirements.

**Attendance Letters**
Attendance letters will be issued to students and sent home throughout the school year. The district will notify parents/guardians of students with excessive absences/tardies. All classroom absences whether excused or unexcused, are recorded in this letter.

**Honor Roll**
Honor roll status is determined by a student’s Q.P.A. (Quality Point Average) as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Roll</td>
<td>3.00 – 3.49</td>
</tr>
<tr>
<td>High Honor Roll</td>
<td>3.50 – 4.00</td>
</tr>
</tbody>
</table>

Only students with grades of C or better will be considered for the honor roll. Therefore, students receiving a D or F in any subject are not eligible for honor roll status.

**Academic Letters**
An award has been developed for Clairton High School students recognizing academic achievement throughout the first three marking periods each year. Academic awards, based on the following criteria, will be presented at an honors assembly at the end of each school year.

The first year that a student maintains a 3.5 or better grade point average s/he will receive an academic letter. During subsequent years, students who have already received a letter will receive an academic pin.

**Class Rank**
A student’s class rank is determined by using his/her total quality points, beginning with the ninth grade year. Any two (2) or more students whose computed grade point averages are identical will be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of that person. The class ranking criteria determines who will be the Valedictorian(s) and Salutatorian(s) of the Senior Class.

**Transcripts**
Transcript requests for currently enrolled students will be handled on a priority basis. Transcript requests from graduates will be filled within five (5) days. Contact the Guidance Office.

**Conference Day(s)**
One Parent Conference Day is held during the first semester. The Second Parent Conference Day will be held during the second semester. These days provide an opportunity for faculty and staff members to interact with parents/guardians about academic and non-academic concerns.

**Homebound Instruction**
Homebound instruction can be provided for a student who will be absent for an extended period of time [two weeks or longer.] It is limited to five (5) hours of instruction per week. It can also be planned in advance in situations in which a physician will verify need following surgery, an accident, an extended illness, etc. Homebound instruction is NOT a placement option for special education students.

**Homework/Homework Requests**

In the case of an extended absence (more than a single day), homework assignments may be requested through the School Secretary in the main office. The homework will be available to be picked up within 48 hours following the request. Once a student returns to school, the student should make arrangements with his/her teacher to turn in missed assignments. After students return to school, they will only have time equal to the length of their absence to make up missed work. Work will not be made up at full credit if the delay in completion extends longer than original absence.

**PROMOTION AND GRADUATION REQUIREMENTS**

**Elementary Grades K-5 Requirements**

There are four (4) 45-day grading periods for the school year. A team decision will determine a student promotion when multiple subjects have been failed.

**Grades 6, 7, and 8 Requirements**

In order for a student to be promoted, s/he must successfully complete at least 29 of the 40 units offered in each grade. Unit values are listed next to each course below.

<table>
<thead>
<tr>
<th>Grades 6, 7 and 8</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>10</td>
</tr>
<tr>
<td>Mathematics</td>
<td>10</td>
</tr>
<tr>
<td>Language Arts</td>
<td>5</td>
</tr>
<tr>
<td>Social Studies</td>
<td>5</td>
</tr>
<tr>
<td>Science</td>
<td>5</td>
</tr>
<tr>
<td>Enrichment/Specials</td>
<td>5</td>
</tr>
</tbody>
</table>

Specials will change each marking period and vary according to grade level.

**High School Requirements**

A student will be promoted into the following grade levels by obtaining a minimum of the following credits:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10</td>
<td>6.5</td>
</tr>
<tr>
<td>Grade 11</td>
<td>12</td>
</tr>
<tr>
<td>Grade 12</td>
<td>19</td>
</tr>
<tr>
<td>Graduation</td>
<td>25.5</td>
</tr>
</tbody>
</table>
If a student does not obtain the proper credits to be promoted to the next grade level, that student may be retained.

All students are required to pass English and Physical Education in each of their high school years. English courses must be taken in the proper sequence beginning with 9th grade. Students who fail a course will be expected to attend a summer school program approved by the high school counselor to make up the deficiency. Those who do not ATTEND summer school will be required to repeat the level failed. Students will not be allowed to schedule more than one required English or Physical Education class in any school year. Doubling up English or Physical Education classes is not permitted.

All decisions on promotion requirements will be made by the Administration.

**Graduation Requirements**

To receive a diploma from Clairton High School students must meet the state minimum requirements of earning twenty-five and one-half (25.5) credits. In order to obtain credit for a course, a student must receive a passing grade. The 25.5 credits will be comprised of the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (tech ed., music, additional courses in English and Social Studies other than those required, foreign language, and any other elective that may be added to the Curriculum)</td>
<td>2</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
</tr>
<tr>
<td>Physical Education (1/2 credit/year)</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Computer Application Courses (Mandatory in this district)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Proficiency** – All students must meet proficiency requirements as evidenced by a score of Advanced or Proficient on the end of course Keystone Exams. Proficiency classes in reading and math are available after school throughout the year. All examples of Assessment Anchor Proficiency must be completed within the same school year as the potential graduation and by a specific date in order to participate in the commencement/graduation ceremony.

**Additional Notes**
1. Students may be recommended for other courses not listed here based on their abilities in order to improve their academic performance to ensure their future success.

2. In considering elective choices, please consider that each student must have 2 credits of Fine Arts and 2 Credits of Computer Applications in order to graduate. Also some colleges and universities require a minimum of 2-3 consecutive years of a Foreign Language for admission.

3. Vocational Technical students may have certain requirements waived such as Computer Credits, Fine Arts Credits, a Social Studies credit, or a Science credit at the discretion of the Guidance Counselor and Principal ONLY if the class does not fit in their schedule. If a student fails a course in one of these areas, the course WILL NOT be waived and the student MUST recover that credit in summer school.

Credit Recovery Policy
Students who are in need of credits may receive credit for successfully completed course(s) if taken through accredited programs. All programs must be approved by the principal before credit will be given.

1. A transcript from the accredited institution must be presented to the guidance department.

2. All regulations for credit recovery will apply to homebound instruction as well.

SECTION IV - STUDENT PROGRAMS & ELIGIBILITY
Extracurricular and Athletic Programs

General Eligibility Requirements – Students must meet all of the following requirements to be eligible for any special activity or recognition, such as academic, class officers, extracurricular, co-curricular, and athletics:

- It is required that all participating students and their parent sign a Consent to Drug/Alcohol Testing form in the presence of a school administrator or their designee before participating in the activity. The Board Policy and the form are at the end of this Student Handbook, as well as available in each School Office.

- Review by an administrator, the Athletic Director, or Club Sponsor with serious attention given to unexcused absences, unexcused tardies, suspensions and other disciplinary infractions.

- In the event that a student is required to attend after-school tutoring sessions and attendance falls below 85%, participation in extracurricular activities may be suspended until the 85% attendance is regained. Whenever tutoring is available, it will become a priority over all extra-curricular activities, including athletics, cheerleading, band etc. Practices will not begin after school until 3:30 p.m.

- Students are responsible for any and all equipment (uniforms, practice clothing, scripts) issued and are expected to pay for any items that are not promptly returned or which
exhibit excessive wear or abuse. Students are not permitted to use school equipment outside of the activity for which it was assigned.

- It is the student’s responsibility to make up any class work that is missed because of an extra- or co-curricular activity.
- A completed teacher recommendation checklist with at least 50% of the teachers who currently are teaching the student recommending the student, or at Homecoming, prior year’s teachers may also vote. Students will be rated on a scale of 0-5 (5 being the best) in the following areas: Attendance, Punctuality, Attitude, Cooperation, and Pass/Fail.
- Final approval for all activities rests with the principals

**Athletic Eligibility** - To be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period, except as provided in Section 5.

To be eligible for participation in the activities of any sport, students must be in attendance on game days and on practice days. **A student may not practice or participate or compete in any sport on a day in which s/he is absent for any part of the day (excused, unexcused, illegal, or suspended).**

The Clairton City School District Athletic Handbook can be accessed at www.ccsdbears.org/Athletics

**Class and Student Government Officers**

Students wishing to run for a class or student government office must have a G.P.A. of at least 2.5 and successfully have completed the appropriate credits for that grade level.

**Homecoming Court Participants (Seniors)**

- Limited to no more than six (6) candidates who are seniors with at least 18 credits.
- Students with excessive disciplinary infractions, a profoundly disobedient act, excessive unexcused absences and/or tardies this year or in the last 9 weeks of the prior year will be ineligible for Prom and Homecoming Court.
- Any student having been issued an out-of-school suspension from school this year or during the last 9 weeks of the prior year will be ineligible for the Homecoming Court
- Escort must be a member of the Clairton High School student body.

**Prom Court Participants (Juniors)**

- Limited to no more than 8 males and females who are juniors with at least 12 credits.
- Any student having been issued an out-of-school suspension from school will not be permitted on the Prom Court during that year.
- Escorts for prom court assembly must be a Clairton High School Student.
- Escorts for the evening of the prom must be a Clairton High School Student or meet the requirements described below for any guest.

**Formal, Semi-Formal and other dances**
Escorts who are not Clairton High School students are required to complete a guest request form that includes name, date of birth, address, home telephone number and the telephone number of either the school the student is attending or the place of work. A guest invited to the Prom may not be 21 years or older. Guests must also have their attire approved by Administration. Final approval rests with the high school principal.

**National Honor Society**
The criteria for admission, as determined by the National Honor Society, are as follows:

1. At the end of the third grading period of the sophomore year: a 3.5 Q.P.A. cumulative from the beginning of the freshman year.
2. At the end of the third grading period of the junior year: a 3.5 Q.P.A. cumulative from the beginning of the freshman year.
3. At the end of the third grading period of the senior year: a 3.5 Q.P.A. cumulative from the beginning of the freshman year.
4. In addition to a 3.5 Q.P.A., adherence to the standards for athletics and extracurricular activities (i.e., discipline and attendance) will be included in the screening process for membership.
5. Teacher Letter of Recommendation
6. Enrolled and/or completed one Advanced Placement or Academic course.

**SECTION V – STUDENT CONDUCT**
The administration and all staff members have the day-to-day responsibility of monitoring student activities and conduct. Administrators apply disciplinary sanctions that are deemed reasonable and required by policy. Since it is impossible to develop an all-inclusive list of offenses and disciplinary options, those offenses not specifically addressed, nevertheless, would be subject to disciplinary action. The district maintains the right to pursue any necessary disciplinary action to maintain the safety of its staff and students.

**Bullying**
The Clairton City School District is committed to providing a safe, positive learning environment for district students. Bullying is prohibited in District schools.

**Bullying is defined as an intentional electronic, written, verbal or physical act, or a series of acts:**

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
   (i) Substantially interfering with a student's education;
   (ii) Creating a threatening environment; or
   (iii) Substantially disrupting the orderly operation of the school; and "school
setting” shall mean 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.


Each year the principals, teachers, and support staff will review the anti-bullying rules with the students of the Clairton City School District. This is to be done the first week of school and again the first week in January.

Anti Bullying Rules:
1. We will not bully/harass others
2. We will try to help others who are bullied/harassed
3. We will try to include students who are left out.
4. If we know that somebody is being bullied/harassed, we will tell an adult at school and an adult at home.

Suspension
Suspension is exclusion of a student from school for one (1) to ten (10) consecutive school days. A principal or administrator in charge gives suspensions. Students will be permitted to make up any assignments or tests missed during the suspension, because the Suspension is the consequence, and not the missed assignments. Students who are suspended must arrange to receive homework/ tests/ assignments under the same timeline as for an excused absence (see Homework in Section I – General Information).

Readmission to School after Suspension
A parent/guardian conference will be held before a student is readmitted to school after a Type B Out-of-School suspension. If it is determined that an expulsion hearing is appropriate and it is not held during the suspension period, the student will be readmitted to school. Re-admittance will not take place if an administrator determines that the student’s presence in his normal classes would constitute a threat to the health, safety, morals or welfare of others. In this case, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded will be provided with an alternative education after the 10th day as available.

Exclusions from School
Pursuant to School Code and Department of Education regulations, the Board of School Directors has the power, and the obligation, to exclude students from attendance at school under certain conditions and circumstances. Concurrent with that power is the obligation of the Board to ensure that such exclusions are considered and, if appropriate, ordered under well-defined and consistent regulations and procedures.

Students with Disabilities
Exclusions affecting students with disabilities will be in compliance with federal and state laws, statutes, and regulations. In the event a district student with a disability is determined to be in possession of illegal drugs, a weapon in violation of the weapon’s policy, or causing serious bodily harm, the school can immediately remove the child from the school setting. All steps will be taken to comply with the Individuals with Disabilities Improvement Education Act, and other applicable Federal and State law and regulations.

**Expulsion**

Expulsion is any exclusion from school for a serious offense or series of offenses for a period exceeding ten (10) school days and may be permanent. The School Board or a Committee of board members will hold a formal hearing and make the final decision regarding expulsion. Education is a statutorily conferred right and students must be afforded all appropriate elements of due process if they are to be excluded from school. A formal hearing is required in all expulsion actions.

Any student who is expelled from school is not permitted on school property and may not attend or participate in any school-sponsored activity for the duration of the expulsion.

**Expulsion Hearing**

If the violation requires further removal from school beyond the ten (10) days, a formal hearing will be held. A registered letter will be sent to the parent/guardian notifying them of the charges and the time and date of a formal hearing. Such a hearing will take place within ten (10) days of the offense. Every attempt will be made to include the teachers who have direct bearing on the student, an administrator, necessary support staff, the parent/guardian, and the student.

The formal expulsion hearing will be held before a duly authorized committee of the Board and a qualified hearing examiner appointed by the Board. A majority vote of the entire School Board is required to expel a student. Hearings are to be conducted within ten (10) days of the Type B suspension, when possible.

The following due process requirements are to be observed with regard to the formal hearing.

1. Notification of the charges will be sent to the student’s parent/guardian by certified mail.
2. Sufficient notice of the time and place of hearing will be given.
3. The hearing will be held in private unless the student or parent/guardian requests a public hearing.
4. The student has the right to be represented by counsel.
5. The student has the right to testify and present witnesses on his/her own behalf.
6. A record will be made of the hearing and the student is entitled, at his/her own expense, to obtain a copy of the transcript.
7. The formal hearing will be conducted with all reasonable speed.

If the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a federal constitutional issue is involved, the student may file a claim for relief in the United States District Court.
Clairton City School District Alternative School

An Alternative School is provided for students in grades 6 – 12 who demonstrate serious problems with conduct or attendance. The program attempts to improve student attendance and conduct and to support their return to the regular classroom and a regular school environment. Referrals for an alternative placement are determined by AEDY criteria.

Any student placed into an alternative setting may not be permitted to attend or participate in any extracurricular activities. These students may not be permitted to participate fully in the graduation ceremony, as well. Students who have returned to Clairton Middle/High School prior to the beginning of their senior year and have demonstrated appropriate behavior while earning passing grades may have the opportunity to participate in graduation.

Searches

The Clairton City School District may conduct searches of students and school property when a principal has a reason to believe that a locker or other student possessions contain something harmful or illegal. Strip searches will not be conducted. If a search of a student’s person is warranted, a school official of the same gender in the presence of another adult can conduct a pat-down search. Periodically drug-sniffing dogs may be brought into school when there are problems, rumors, or as part of a random check.

Disciplinary Guide and Consequences

Clairton Middle / High School
Student Code of Conduct
2019 - 2020

The Clairton Middle / High School Student Code of Conduct is designed to create an educational institution that is focused on creating conditions that help develop each classroom and common area into a wonderful place where students can learn, grow, and flourish. This handbook is designed to reflect a focus on student equity, positive choices, and obtaining feedback from behavioral choices and how each one of us can improve upon ourselves individually. All students are held to the same expectations, but we offer varying supports that will help all students maximize their potential and achieve those expectations.

Restorative Justice: Promoting a positive, orderly environment while building community within.

Appropriate and successful implementation of restorative practices will encourage cooperative and positive relationships, ownership of responsibility, development of empathy, and inspire students, teachers, and staff to build a common community. By doing things with the students,
compared to to or for the students, those within the Clairton Middle / High School community will
be afforded an opportunity to successfully collaborate in the continuous educational growth
and human development of all.

Fundamental Principles of Restorative Justice:
● A concentrated effort on repairing the harm.
● Agreement upon the essential facts of the incident and acceptance of some
  involvement by the person that has caused harm.
● Creating a system that address unwanted behaviors in a manner that strengthens
  relationships and encourages the behavior to dissipate.
● Engaging in collaborative problem solving and empathy building.
● Providing each individual involved with a voice to be heard.

Tiered Disciplinary System

Level One Offenses
On this level, infractions are those of a less serious nature that do not necessarily or immediately
pose a threat to the health, safety, or property of any person. All teachers and staff members
must use an identified appropriate measure of positive, school-wide behavioral interventions
and supports to correct those unwanted misbehaviors. It is mandatory that teachers and staff
members keep a record of interventions and share this documentation at the request of the
parent / guardian or administrator. If Level One offenses are repetitive (three (3) or more times)
after appropriate interventions have been conducted, the student may be referred to an
administrator. Level One infractions include the following:

1. Cafeteria: Students who misbehave in the cafeteria, willingly refuses to follow the
  cafeteria rules, or leaves the cafeteria without permission. This includes, but may not be
  limited to, refusal to remain seated, refusal to dispose of garbage, lining up without
  permission, and leaving the cafeteria.

2. Class Cut: A class cut occurs when a student is more than five (5) minutes tardy to class
  and they do not have an accepted pass from another teacher or staff member.
  Teachers will consider a class to be cut once confirming with the attendance bulletin or
  speaking with the student that same day.

3. Disrespect: A student who exhibits rude, impolite, and offensive communication and / or
  behaviors with teachers or staff. Examples include, name calling and inappropriate
  gestures.

4. Disruption of Class: Repeatedly talking out in class, running, throwing objects, or other
  behaviors not defined within the Level One infractions.

5. Hallways: All students are expected to be in their respective classrooms by the ringing of
  the bell. Students should not be in the hallways without an approved pass.
6. **Pestering, Teasing, or Bothering Other Students:** Non-confrontational activity that is not appropriate in a school setting or disruptive to the educational process. Engaging in roughy and / or rowdy behavior that interferes with the safe and / or purposeful order of this school. This may include, but is not limited to, horeplay, chasing a student in the hallways, etc.

7. **Profanity / Verbal Altercation:** Swearing, cursing, making obscene gestures, using hate speech, or verbally abusive language towards another student. *Profanity / Verbal Altercation can escalate to a Level Two offense at the discretion of an administrator.*

8. **Tardiness:** Arriving tardy to class is defined by arriving after the late bell, but before the arrival is considered a class cut, without an accepted pass from a teacher or staff member. *For the Progressive Disciplinary Chart, tardies will be accounted for in groups of four (4).*

**Disciplinary Actions**
For most Level One offenses, the progressive disciplinary chart below will be used to identify what will come of a broken condition. Other disciplinary results may include, but are not limited to:

1. Time in Office
2. Parent / Guardian Contact
3. Lunch Detention
4. Restorative Conference
5. Detention
6. Revocation of Privileges (field trips, hall passes, etc.), and more.

*This will be determined by the administrator.*

**Progressive Disciplinary Chart:**
1. Teacher Impromptu Conference with student.
2. Parent Contact is made by teacher for a phone conference.
3. Referral submitted to administration with documentation of the previous two occurrences, including results, dates, and parent / guardian outcome. Student will be assigned one AM / PM detention. Teacher will arrange an in-person conference with the parent / guardian.
4. Referral submitted to administration with documentation of the previous two occurrences, including results, dates, and parent / guardian outcome. Student will be assigned one AM / PM detention. Student and teacher will participate in a Restorative Conference with an administrator or appropriately trained staff member.
5. Referral submitted to administration with documentation of the previous two occurrences, including results, dates, and parent / guardian outcome. Student will be assigned one Saturday detention.
6. Referral submitted to administration with documentation of the previous two occurrences, including results, dates, and parent / guardian outcome. Student will be assigned one Saturday detention.

7. Referral submitted to administration with documentation of the previous two occurrences, including results, dates, and parent / guardian outcome. Student will be assigned one day of In-School Suspension.

8. Additional disciplinary conditions applied by administrator.

Level Two Offenses
On this level, infractions are those of a potentially or increasingly serious nature that may pose a threat to the health, safety, or property of any person. Teachers and staff members are to notify an administrator when a Level Two offense occurs. It is the responsibility of the administrator to investigate the incident and afford the student(s) due process. Administrators may interview and or request written statements from the involved student(s), witnesses, and or staff members. The administrator will notify the parent / guardian of involved student(s). Level Two offenses include the following:

1. Academic Dishonesty / Cheating: A student shall not engage in, participate in, or knowingly provide provide another student with the opportunity to engage in academic dishonesty, related to all assignments, quizzes, tests, etc. This includes, but is not limited to, all forms of cheating, copying, plagiarism, representing someone else’s work as their own, electronic device aid, and more.

2. Bullying / Cyberbullying: The district prohibits all forms of bullying, including cyberbullying by students. Bullying includes an intentional electronic, written, verbal, or physical act directed at another student or students, which occurs in a school setting and has the intent or effect of:
   a. Creating an intimidating or hostile environment that interferes with the student’s education.
   b. Physically, mentally, or emotionally harming another student.
   c. Placing a student in reasonable fear of harm.
   d. Placing a student in reasonable fear or damage to or loss of personal property.

3. Damage, Destruction, Theft or Vandalism of School Property: A student shall not intentionally or knowingly cause or attempt to cause damage to the property of the school or steal or attempt to steal school property. Damage, destruction, theft or vandalism of school property at this offense level will be less than one hundred dollars ($100).

4. Damage, Destruction, Theft or Vandalism of Private Property: A student shall not intentionally or knowingly cause or attempt to cause damage to the property of the private or steal or attempt to steal private property. The school district assumes no responsibility for the loss or damage or private property. Damage, destruction, theft or
vandalism of school property at this offense level will be less than one hundred dollars ($100).

5. **Falsifying Information / Identification:** Any student who knowingly provides / supplies falsified information to teachers or staff or fails to properly identify oneself when requested. This includes, but is not limited to, providing an inaccurate name, altering a pass, supplying a fake excuse, etc.

6. **Fighting:** Use of physical violence between two or more students. Whereby it is evident through investigation that one student is the aggressor and another student is the victim, administration may use professional judgement to differentiate consequences accordingly.

7. **Harassment (Including racial, ethnic, gender, disability, or sexual harassment):** No student shall harass another student and / or staff member for the purpose of self-gain or intimidation. A student shall not engage in any act that violates the District’s Bullying/Harassment policies, including, but not limited to, unwanted sexual advances, inappropriate physical contact, harassment of known or perceived gender, race, age, color, sexual orientation, and more. *Harassment can escalate to a Level Three offense at the discretion of an administrator.*

8. **Hazing:** Hazing includes any action that accidentally or intentionally endangers the mental or physical health and safety of another student. This may also include someone who wilfully or purposely destroys property for the purpose of admission or self gain. *Hazing can escalate to a Level Three offense at the discretion of an administrator.*

9. **Inciting a Disturbance or Melee:** Any student or students that cause a serious disturbance or fight amongst a group of individuals, which leads to a major commotion, resulting in the involvement of multiple school staff members to cease the disturbance. This will be determined by the school administrator.

10. **Leaving School Grounds without Permission:** No student is permitted to exit the building without checking out through the health office, main office, or with security.

11. **Misuse of Computers, Computer Networks, Electronic Devices:** A student shall not engage in any act that violates the District’s Network Usage and Safety Policy. This may include, but is not limited to, any of the following:
   a. Hate mail, discriminatory remarks, and offensive and inflammatory communication.
   b. Sexting or accessing obscene or pornographic materials.
   c. Transmission of sexually suggestive language or images.
   d. Loading or use of unauthorized games, programs, files, or other electronic media.
   e. Destruction, modification, or abuse of network hardware, software, or information.
   f. Impersonation of another use, anonymity, and pseudonyms.
   g. Creation or accessing links to other networks whose content or purpose would lend to violate the District’s Network Usage and Safety Policy.
h. Videotaping fights or videotaping inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.

*Misuse of Computers, Computer Networks, or Electronic Devices can escalate to a Level Three offense at the discretion of an administrator.

12. Physical Aggression / Altercation: Threatened or actual use of physical harm or violence towards another person, where there is no major injury, as determined by an administrator. Following due process, an administrator may use professional judgement to determine an aggressor and / or victim, where the context of the investigation suggest such.

13. Sexual Act / Misconduct: Exposing or touching one’s own genitals, breast or buttocks, or those sexual parts of another person(s). *Sexual act / misconduct can escalate to a Level Three offense at the discretion of the administrator.

14. Smoking and / or Tobacco Use / Possession: A student shall not smoke, possess, and / or use tobacco related products on school grounds. This includes, but is not limited to, cigarettes, electronic smoking devices, smokeless tobacco, and more.

Disciplinary Actions
For a Level Two offense, the progressive disciplinary chart above may be considered. Of note, it is at the discretion of the administrator to begin at any step of the chart, dependent upon the offense. Other disciplinary results may include, but are not limited to:

1. Restorative Conference
2. Parent / Guardian Contact
3. Detention
4. Saturday School
5. In School Suspension
6. Out of School Suspension

*This will be determined by the administrator.

Level Three Offenses
On this level, offenses are of a more or most serious nature that pose a threat to the health, safety or property of any person. Teachers and staff members are to notify an administrator when a Level Three offense occurs. It is the responsibility of the administrator to investigate the incident and afford the student(s) due process. Administrators may interview and / or request written statements from the involved student(s), witnesses, and / or staff members. The
the parent / guardian of involved student(s). Level Three offenses include the following:

1. **Assault or Threat of a School Employee:** Any student who physically assaults or makes a verified threat of a school employee. It is the discretion of the administrator, through support of the local authorities, to determine the severity of the threat.

2. **Damage, Destruction, Theft or Vandalism of School Property:** A student shall not intentionally or knowingly cause or attempt to cause damage to the property of the school or steal or attempt to steal school property. Damage, destruction, theft or vandalism of school property at this offense level will exceed one hundred dollars ($100).

3. **Damage, Destruction, Theft or Vandalism of Private Property:** A student shall not intentionally or knowingly cause or attempt to cause damage to the property of the private or steal or attempt to steal private property. The school district assumes no responsibility for the loss or damage or private property. Damage, destruction, theft or vandalism of school property at this offense level will exceed one hundred dollars ($100).

4. **Drugs, Including but not Limited to, Alcohol, Amphetamines Barbiturates, Any Form of Cocaine, Hallucinogens, Designer Drugs, Marijuana, and Narcotics:** A student shall not possess, use, distribute or be under the influence of an intoxicant of any kind. This includes the possession of any type of paraphernalia.

5. **Harassment (Including racial, ethnic, gender, disability, or sexual harassment):** No student shall harass another student and / or staff member for the purpose of self-gain or intimidation. A student shall not engage in any act that violates the District’s Bullying/Harassment policies, including, but not limited to, unwanted sexual advances, inappropriate physical contact, harassment of known or perceived gender, race, age, color, sexual orientation, and more. Harassment at this offense level is persistent, even after being properly addressed by an administrator or school counselor.

6. **Hazing:** Hazing includes any action that accidentally or intentionally endangers the mental or physical health and safety of another student. This may also include someone who wilfully or purposely destroys property for the purpose of admission or self gain. *Hazing at this level includes more than one incident of hazing and/or the severity of the circumstances mandates the involvement of local law enforcement.*

7. **Misuse of Computers, Computer Networks or Electronic Devices:** A student shall not engage in any act that violates the District’s Network Usage and Safety Policy. This may include, but is not limited to, any of the following:
   a. Hate mail, discriminatory remarks, and offensive and inflammatory communication.
   b. Sexting or accessing obscene or pornographic materials.
   c. Transmission of sexually suggestive language or images.
   d. Loading or use of unauthorized games, programs, files, or other electronic media.
e. Destruction, modification, or abuse of network hardware, software, or information.
f. Impersonation of another use, anonymity, and pseudonyms.
g. Creation or accessing links to other networks whose content or purpose would lend to violate the District’s Network Usage and Safety Policy.
h. Videotaping fights or videotaping inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.

*Misuse of Computers, Computer Networks or Electronic Devices at this offense level involves multiple or severe misuses of any of the aforementioned guidelines.

8. **Profanity / Verbal Altercation:** Swearing, cursing, making obscene gestures, using hate speech, or verbally abusive language towards a staff member.

9. **Sexual Act / Misconduct:** At this level, a sexual act / misconduct involves engaging in a sexual act / misconduct on school grounds.

10. **Weapons and / or Dangerous Instruments:** A student shall not possess, handle or transmit a weapon while on school property or at a school sanctioned event. This includes verified or look-a-like weapons or instruments.

**Disciplinary Actions**
For a Level Three offense, the progressive disciplinary chart above may be considered. Of note, it is at the discretion of the administrator to begin at any step of the chart, dependent upon the offense. Other disciplinary results may include, but are not limited to:

- 7. Restorative Conference
- 8. Parent / Guardian Contact
- 9. Detention
- 10. Saturday School
- 11. In School Suspension
- 12. Out of School Suspension
- 13. Police Contact
- 14. Expulsion

*This will be determined by the administrator.*

**Procedures for Personal Electronic Devices**

Elementary & Middle School Students
Elementary and Middle school students will not be permitted to use personal electronic devices during the school day. Personal electronic devices will be collected at the door and returned at the end of the school day. Students will be asked to place their cell phones on the check-in table before going through the metal detectors. Students will not be permitted entry if they beep when attempting to enter the building.

High School Students

High school students will not be permitted to use personal electronic devices during instructional times, beginning with homeroom, until the end of eight period. Cell phones must be silenced and out of sight. Cell phones are also prohibited from use in disciplinary environments, such as detention, Saturday School or In-school Suspension.

High school students will be permitted to use personal electronic devices during non-instructional times, including lunch periods, before and after school hours, and in between classes, so long as such does not:

1. Disrupt school activities or instruction.
2. Violate any other Board or school policies.
3. Violate State or Federal law.
4. Violate any of the prohibitions set forth in this policy.

Students are solely responsible for any personal electronic device they bring into the building. The District shall not be liable or responsible for the loss or damage to any electronic device that a student brings to school, extracurricular activities, school sponsored events or trips, or from the confiscation of an electronic device as the result of a policy violation.

Procedure

1. High School students must place the phone on the table at check-in.
2. Students will clear the metal detectors and retrieve the phone prior to entering the building.
3. Phone will be collected upon entering any disciplinary environment.
4. No headphones in class, unless authorized by the teacher.
5. Cell phones may be in student’s possession in classroom, but be silenced and not seen.
6. No phone conversations or music in the hallways. Be in class promptly.
7. Students may use their cell phones appropriately during lunch times.

Consequences/Conditions
1st Offense - Cell phone is confiscated, kept in administrator’s office and returned at the end of the day.
2nd Offense - Cell phone is confiscated, parent/guardian must come in to retrieve.
3rd Offense - Cell phone is confiscated, parent/guardian must come in to retrieve.
4th Offense - Other disciplinary action as appropriate. Student may not have the phone for 3 days and must be turned in upon entering the building.

**Restrictive List**

- The Restrictive List has been designed to assure student adherence to school rules, policies, and procedures. If a student is placed on the Restrictive List, they will not be able to participate in extracurricular activities, athletics, etc.
- Examples for a student being placed on the Restrictive List include, but are not limited to, failure to attend Detention, ISS, Saturday School, or follow the rules of the aforementioned events.
- Students are removed from the Restrictive List once they complete the necessary required discipline.

**SECTION VI – SPECIAL EDUCATION & STUDENT SERVICES**

The Clairton City School District is responsible for locating, identifying and educating children who are in need of special education services. If anyone is aware of a child with a disability who needs special education services, please contact the Special Education Department at 412-233-9200 Ext. 1160.

Clairton City School District provides a free, appropriate public education for students according to state and federal mandates. To be eligible, the child must be of school age, need specially designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities as set forth in the Individuals with Disabilities Education Act.

- Autism
- Deaf-Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech and/or Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness
Students who are eligible for special education are provided with a continuum of services designed to meet their individual needs. These services may include supportive intervention in the regular class or supplemental intervention in a special education class in the regular school. Students with significant needs may require placement in a special education program outside of the regular school. The extent of the special education services and the location for delivery of these services are determined by the staff and parents at the team meeting. The extent and location of services is based on the student’s identified needs and abilities, chronological age, and the intensity of the special intervention. The school district also provides related services, such as specialized transportation, physical therapy, occupational therapy, nursing services, and counseling services which are required to enable the student to derive educational benefits. Special education services within the District include learning support, autistic support, emotional support, life skills support, speech and language support, vision support, hearing support and gifted support.

Special Education Programs and Services
Clairton City School District has a three-part screening process in place that identifies any student who may need special education.

Level 1: Review of Group-Based Data
The building principals and classroom teachers review enrollment information, academic and health records and results from group-based tests, and the Pennsylvania System of School Assessment. For incoming kindergarten students, results from a developmental assessment are examined. Data gathered through a thorough review of these records may prompt a referral for screening a child for special education.

Level 2: Review of Hearing, Vision, Motor, Speech and Language
As prescribed by Section 1402, the district routinely conducts screenings of a child's hearing acuity in kindergarten, first, second, third, seventh, and eleventh grade. Vision acuity is screened annually in grades kindergarten through 12. Speech and language skills are screened upon referral to the speech therapist. Gross motor and fine motor skills, academic and social-emotional skills are assessed by the classroom teacher and support staff on an on-going basis. Specified needs from all of these screening sources are noted within the child’s official file, discussed with parents and, when appropriate, referred to the Collaborative Intervention Team to conduct various ongoing screenings and to develop interventions.

Level 3: Intervention Planning
The Elementary Student Assistance Program (ESAP) or middle school/high school Student Assistance Program (SAP) is a team process aimed to maximize individual student success in the regular classroom, to consider barriers to learning as a component and to serve as a screening process for students who may be in need of special education services. The ESAP/SAP is a positive, team-based process, which uses intervention techniques to help remove educational, behavioral or affective obstacles for all students in the regular classroom.
The ESAP/SAP Team includes the child’s classroom teacher, the school principal, the school nurse, the guidance counselor and/or social worker, and the school psychologist. Depending on the needs of the student, the speech therapist, Title I teacher, academic support teacher and representatives from community agencies may also participate in the process. Parents are encouraged to provide information through the classroom teacher.

The ESAP/SAP Team process involves three steps:

1. Identifying a student’s need for academic and behavior support.
2. Determining research-based strategies needed to assist the student.
3. Implementing intervention strategies through a continuum of services.

After an initial assessment of the student’s academic, and/or behavioral needs, the Collaborative Intervention Team recommends strategies to help the student achieve success in the regular classroom. The team determines what support is needed for the student to maintain a level of success in the classroom. These strategies are implemented, monitored and then evaluated by the team. If the student’s teachers report a positive change, the strategies are continued. If there is not progress, the student may be referred for a multidisciplinary evaluation (MDE).

The Multidisciplinary Evaluation (MDE) is a process to gather information to determine if a child has a disability and needs special education and, if so, the types of services needed.

Prior to an MDE, the District must obtain permission via the Permission to Evaluate Consent Form. Before an evaluation can occur, the parent or legal guardian must sign the form.

A certified school psychologist coordinates multidisciplinary evaluations. Team members including the parents, classroom teacher, principal, social worker, school psychologist, and persons familiar with the student’s educational experience and cultural background, and other pertinent individuals that work with the student provide information as a part of the evaluation. The evaluation must include sufficient in scope and depth to provide information about the student’s academic functioning, adaptive and social behavior, weaknesses, strengths, and response to intervention. All this information is compiled into an Evaluation Report (ER), which recommends whether a child has one or more disabilities, whether or not the child requires special education and the type of program, and services that the child needs. The ER may recommend that a child is not exceptional and therefore does not need special education services. If the ER recommends that a child is not exceptional, the report will list changes that may be made in the regular classroom to maximize the child’s success. All members of the team, including the parents, are entitled to review the ER.

Parents who suspect that their child is eligible and in need of special education, may request screening or a multidisciplinary team evaluation of their child through a written or verbal request to a professional staff member. Communication with parents and students shall be in English or the native language of the parent.
Reevaluations for students who are eligible for special education services are completed every three years or as necessary when requested by one or more members of the IEP team and in compliance with requirements of IDEA. Reevaluations for students with intellectual disability are completed every two years.

Children who are eligible with a disability and in need of specially designed instruction are entitled to receive special education services. These services are described in the Individualized Education Program (IEP) which is written by the IEP team. Required members of the IEP team include:

1. The child’s parents
2. At least one of the child’s regular education teachers
3. At least one special education teacher
4. A representative of the public agency who is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities; is knowledgeable about the general education curriculum; and is knowledgeable about the availability of resources of the public agency.
5. Someone who can interpret the evaluation results, who may already be a member of the team
6. At your request or that of the school, other people who know the child well or who have worked with your child
7. The child (at age 14 when planning will be done for life after graduation or any time before that age when you want your child to be present)
8. A representative from a vocational-technical school if a vocational-technical school is being considered for the child

The IEP team will review all the evaluation material to determine how the child is performing in school, and write annual measurable goals to meet the child’s needs. IEPs for eligible students are developed on an annual basis, or sooner, if requested by one or more members of the IEP team. The extent of special education services and the location for the delivery of such services are determined by the parents and staff at the IEP team meeting and are based on the student’s identified needs and abilities, chronological age and the level of intensity of the specified intervention.

Once the IEP has been developed, a Notice of Recommended Educational Placement (NOREP) is issued to the parent. The NOREP explains the placement or class recommended for the child and explains the rights of parents. The NOREP must be approved in writing by the parent for the child’s initial special education placement. The Clairton City School District offers a continuum of educational services designed to meet the needs of eligible students. In addition, related services such as specialized transportation, occupational therapy, physical therapy, vision support, deaf and hearing support, nursing services, counseling services, and speech & language support are available to those students who qualify.

Detailed information regarding special education procedures may be obtained by calling the Special Education Department.
**Services for Protected Handicapped Students**

In compliance with state and federal law, the Clairton City School District will provide to each protected handicapped student without discrimination or cost to the student or family; those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the provisions of services to protected handicapped students, contact the Director of Special Education at 412-233-9200 ext. 1160.

**Services for Students who are Mentally Gifted**

The Clairton City School District provides gifted support services in kindergarten through twelfth grade to mentally gifted students that are consistent with their individual needs, outstanding abilities, and potential for performing at high levels of achievement. Referral for Gifted Multidisciplinary Evaluation (GMDE) can be made by the student's teacher or parent. Parents may request a GMDE once per school year in writing.

As a first step in District screening, the Collaborative Intervention Team reviews group-based data to determine students who may display gifted characteristics. The second step is a more intense review of various student performance data, such as standardized and criterion referenced test results, curriculum-based assessments and rating scales as well as parent information that compares the potentially gifted student with the normal peer population. After this more intense review, and after signed parent permission is received by the District, students who are thought to be gifted are referred for a GMDE that includes an IQ test and valid measures to assess academic functioning, learning strengths, and educational needs. After the GMDE is completed, a Gifted Written Report (GWR) is compiled that recommends whether a student is gifted and is in need of specially designed instruction. Then, a Gifted Individualized Education Program (GIEP) team meeting is convened to determine whether the student is gifted. If the student is deemed to be mentally gifted, a GIEP is developed. Finally, a Notice of Recommended Assignment (NORA) is presented to the parents.

**Services for Students who are English Language Learners**

The Clairton City School District offers a K-12 *English as a Second Language* (ESL) Program. The ESL program is designed to provide non-native English-speaking students with the language skills they need to participate successfully in content area classes. To meet this goal, ESL instruction addresses the Pennsylvania English Language Proficiency Standards and the Pennsylvania Academic Standards in Reading, Writing, Speaking, and Listening to enable full participation. The emphasis placed on achieving benchmarks is adjusted to the needs of the individual student. An underlying objective is to provide a source of support as the student...
seeks to understand and adapt to his or her new cultural and academic setting. The ESL Program strives to ensure full access to the range of educational opportunities available in the District.

**Services for Students in Nonpublic Schools**
Public school education may be accessible to resident students attending nonpublic schools on a dual enrollment basis in a special education program operated in a public school. A multidisciplinary evaluation, which determines the child’s eligibility for services must be conducted; and if eligible, an individualized education program plan (IEP) is developed. Parents of nonpublic school students who suspect that their child is disabled and in need of special education may request a multidisciplinary evaluation of their child through a written request to the building principal.

**Services for Preschool Age Children**
Pre-school age children with disabilities, who reside in suburban Allegheny County, receive services through two different systems linked by a transition process. Birth through age two programming is provided through the Pennsylvania Department of Welfare and is coordinated by the Alliance for Infants and Toddlers, Inc. Students who are three years old to entry age are serviced through the Pennsylvania Department of Education. This preschool program is presently coordinated by the Allegheny Intermediate Unit’s Early Childhood and Family Support Services program, DART. For more information, please contact the Alliance for Infants and Toddlers, Inc. at (412)885-6000 or the Allegheny Intermediate Unit/DART Program at (412)394-5736.

**SECTION VII - TITLE I PARENT-FAMILY/SCHOOL COMPACT**

The Clairton City School District and the parents of the students participating in activities, services, and programs funded by Title I-A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and build a partnership that will help children achieve the State’s high standards. This compact was updated on April 26, 2017, with input by parents/guardians and goes into effect for 2017-2018.

**REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

School Responsibilities - The Clairton City School District will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:

- Offer high quality professional development for teachers and staff
- Align curriculum to the State standards
- Implement a district-wide positive behavior support program

Hold parent-teacher conferences and informational opportunities during which this compact will be discussed as it relates to the individual child’s achievement.
● Information Day: August 7 9:00 – 1:00 p.m. K-12th grade
● Open House: September 11 5:00 – 7:00 p.m. 6th-12th grade
● Student Conferences: November 5 1:30 – 6:00 p.m. 6th-12th grade
January 30 11:00 – 3:00 p.m. K-12th grade
4:30 – 7:00 p.m. K-12th grade

● Provide families with frequent reports on their children’s progress.
○ Progress Reports September 25 February 24
December 4 May 5
○ Report Cards November 8 April 6
January 31 June 5 / K-8th; Mailed 9th-12th

○ 24/7 Access via web-based gradebook program: Login information is automatically emailed to any parent / guardian who provides the school district with an email address

● Provide families reasonable access to staff.
○ Scheduled Events Open House and Student Conferences
○ Scheduled Visits 7:30 – 7:50 a.m. and 3:00 – 3:30 p.m.
Teacher Prep Periods – Times vary
○ Via Email and Phone 412-233-9200 / lastnamefirstinitial@ccsdbears.org

● Provide families opportunities to volunteer and participate in their child’s class, and to observe classroom activities in some of the following ways. Please see the district website for volunteer requirements
○ Chaperone Field Trips
○ Extra-curricular Booster Programs
○ Classroom Celebrations in October, December, and February
○ Holiday Concerts
○ Annual Events
○ Title I Meetings/Workshops

Additional School Responsibilities:

· Involve families to participate in the planning, review, and improvement of the school’s parental involvement policy and joint development of any school-wide program plan.

· Hold an annual meeting to inform families of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of families to be involved in Title I, Part A programs.

· Provide opportunities for regular meetings where families can formulate suggestions and to participate, as appropriate, in decisions about the education of their children.

· Provide information to families in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a
language parents can understand.

- Distribute individual student reports about the child’s performance on the State assessments in English Language Arts/Literature, Mathematics/Algebra I, and Science/Biology.

- Notify families within a timely manner if their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Parent Responsibilities - We, as parents, will support our children's learning in the following ways:

- **Monitor attendance**
  - Make sure my child arrives to school on time – Breakfast @ 7:30 a.m. / Homeroom @ 7:50 a.m.
  - Provide documentation for all absences
  - Submit medical excuses for absences that exceed 10 days per year

- **Assist with homework**
  - Ask your child about daily assignments
  - Contact your child’s teacher with questions

- **Volunteer**
  - Attend school events regularly
  - Serve on planning teams such as School Improvement, Advisory Groups, etc.

- **Participate, as appropriate, in decisions relating to my children’s education**
  - Remain in contact with your child’s teachers
  - Attend Conferences and School Meetings

- **Stay informed about my child’s education and communicate with the school**
  - Promptly read all notices sent home with my child or received by mail
  - Check the online gradebook system on a regular basis

- **Communicate with the school**
  - Respond to notices as appropriate
  - Update records by sharing new telephone numbers and/or address
  - Visit the district website frequently
  - Follow the district on social media

Student Responsibilities - We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards in the following ways:

- Strive to attend school and be on time each and every day.
- Actively participate in the classroom and follow the Code of Student Conduct.
- Bring home all school notices to a parent or guardian when received.
- Attend Clairton Achieves if I need extra help or have work to make up.
- Complete homework assignments and ask for help when needed.
- Read at least 20-30 minutes each day outside of school time.
SECTION VIII - COMPUTER AND INTERNET

The Internet will be used in the instructional program to support the Clairton City School District’s curriculum, the educational community, and projects between schools, communications and research for district students, teachers and administrators.

**Authority**

The electronic information available to students and staff members does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district will 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 school district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log Internet use and to monitor file server space utilization by district users while respecting the privacy right of both district users and other outside users.

The use of the Internet is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

**Responsibility**

The district will make every effort to ensure that students and staff members use this educational resource responsibly.

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

The building administrator(s) will have the authority to determine what inappropriate use is, and his/her decision is final.

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<tr>
<th>Rights</th>
<th>Responsibilities</th>
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<tr>
<td>You have the right to a quality education</td>
<td>You will not deny another student their right to a quality education</td>
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<tr>
<td>You have the right to be respected</td>
<td>You will be respectful to others</td>
</tr>
<tr>
<td>You have the right to quality educational materials and resources</td>
<td>You will maintain the quality and condition of those resources</td>
</tr>
<tr>
<td>You have the right to a clean and safe environment</td>
<td>You will help ensure a clean and safe environment</td>
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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 will be followed:

1. Employees and students will not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another person’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.

Cyber-bullying

Cyber-bullying means an intentional electronically written act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive, is directed at another student or students, and has the effect of doing any of the following:

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

The act of cyber-bullying is a form of harassment and is considered a serious violation of school rules.

Guidelines

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

Students and staff members are expected to act in a responsible, ethical and legal manner in accordance with this policy, accepted rules of network etiquette, and Federal and State law.

Prohibited:

- Use of the network to facilitate illegal activity.
- Use of the network for commercial or for-profit purposes.
- Use of the network for non-work or non-school related work and communications.
- Use of network for product advertisement or political lobbying.
- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communications.
- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- Use of the network to access obscene or pornographic material.
- Use of the printer to acquire or accept obscene, pornographic, unauthorized or illegal material generated by another user.
- Use of inappropriate language or profanity on the network.
● Use of the network to transmit material likely to be offensive or objectionable to recipients.
● Use of the network to intentionally obtain or modify files, passwords or data belonging to other users.
● Impersonation of another user, anonymity, and pseudonyms.
● Use of network facilities for fraudulent copying, communications or modification of materials in violation of copyright laws.
● Loading or use of unauthorized games, programs or other electronic media.
● Use of the network to disrupt the work of other users.
● Destruction, modification, or abuse of network hardware or software.
● Quoting personal communications in a public forum without the original author’s prior consent.
● Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system.

**Consequences for Inappropriate Use**

● The network user will be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts.
● Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to the Internet. Other appropriate disciplinary procedures may take place, as needed.
● Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations or 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 will be consequences for inappropriate use.
● All users of the Internet computer network; employees, students and parents/guardians of students, will be required to sign an acknowledgement that they have received and read the foregoing Internet use regulations and agreed to follow such regulations and restrictions.
● Vandalism will result in cancellation of access privileges (see Vandalism in the Discipline Section).

**Copyright**
The illegal use of copyrighted software by students and staff members is prohibited. Any data uploaded to or downloaded from the network will be subject to "fair use" guidelines.
SECTION IX - FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate officials in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accedingting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

SECTION X - DRUG & ALCOHOL POLICY

The Clairton City School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. As a part of the Clairton City School District Drug and Alcohol Prevention Program, this policy represents a component of our district-wide effort to prevent and intervene in the use and abuse of all drugs and mood altering substances/alcohol by the entire student population as a part of our teaching/learning process.

Administrative Guidelines
Our objective is to utilize strategies and guidelines that deal with the potential current uses and abuses of drugs and mood altering substances/alcohol present within the school environment. This has been accomplished through a revised curriculum, classroom activities, “community support and resources, parent/guardian involvement, a strong consistent administration and faculty effort. These guidelines provide a disciplinary and rehabilitative means to consistently respond to drug and mood altering substances/alcohol related behaviors.

The district has the right to use any measure deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Rules and Regulations
A student who on school grounds, during a school session, or anywhere at a school sponsored activity is under the influence of alcohol, drugs, or mood altering substances, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, drug paraphernalia, or any substance purported to be a restricted substance or over the counter drugs will be subjected to discipline pursuant to the provisions and procedures outlined in board policies.

The Board Policy includes, but is not limited to these immediate actions by the Principal:
● Drug testing either on-site through the Nurse’s Office and off-site
● Notification of the parent/guardian
● Out-of-school suspension, and
● Citation to the police.

If the results of the drug testing show positive further consequences ensue:
● A parent conference will be scheduled
The suspension will be extended to a 10-day Out-of-School Suspension
A referral to the SAP program with a Drug and Alcohol assessment will be made; the student must show evidence that they have complied with the recommendation of the assessment, for instance that participation in such a program has begun.
The student will be disqualified from further participation in athletics and/or extra-curricular activities for the remainder of the school year.
The student will be required to be re-tested the following year and test negative before s/he will be a participant in athletic and/or extracurricular activities.

If a second infraction were to occur, the student will be disqualified from athletics and/or extra-curricular activities for their remaining years as a Clairton student.

Towards accomplishing these ends we have adopted the following objectives.

1. Prevent students from using drugs and mood altering substances/alcohol by increasing their knowledge of the effects of drugs and mood altering substances/alcohol on the body.

2. Assist students in stopping their use of drugs and mood altering substances/alcohol by increasing their knowledge of the effects of drugs and mood altering substances/alcohol on the body.

3. Develop a peer support system to encourage students to pursue a lifestyle that is free of drug and alcohol abuse that could result in criminal activity.

4. Reduce related juvenile delinquency and other negative behavior of students by providing more structured activities in which they can become involved.

5. Improve the attendance rates.

6. Reduce the likelihood of an adolescent attempting suicide, and make sure that the depressed or suicidal adolescents who seek help will receive mental health treatment.

7. Implement parent/guardian involvement in confronting the drug and alcohol abuse program.

Definition of Terms

Drug/Mood Altering Substance/Alcohol - any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical abuse substance, or medication for which a prescription is required under the law and/or substance which is intended to alter mood.

Examples include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not prescribed by a physician.
Medication prescribed by a physician/clinic must be accompanied by a school district form (see Health Services).

**Anabolic Steroids** - a controlled substance used in bodybuilding for muscle enhancement thus improving athletic ability.

**Student Assistance Program** - a multidisciplinary team of school personnel (teachers, staff members, administrators, school nurse, counselors) and other members of the community. This team has been trained to understand and work on adolescent chemical use, abuse, and dependency and will play a primary role in their identification and referral process of students coming to their attention through the procedures outlined in this policy.

**Chemical Abuse Specialist** - a specialist with expertise in the area of chemical dependency and school-based assessment in grades K-12.

**Distributing** - deliver, sell, pass, share, or give any alcohol, drug, or mood altering substance as defined by this policy, or to aid therein from one person to another.

**Possession** - possess or hold, without any attempt to distribute, any alcohol, drug, or mood altering substance determined to be illegal or as defined by this policy.

**Cooperative Behavior** - the willingness of a student to work with school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Assistance Program. If a student or parent/guardian refuses to follow recommended suggestions, the case will then be considered uncooperative and fall into that situational category.

**Uncooperative Behavior** - resistance or refusal, either verbal, physical, or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, or deceit and flight constitute examples of uncooperative student behavior. Uncooperative behavior also includes the refusal to comply with the recommendations of the Student Assistance Team.

**Drug Paraphernalia** - any utensil or item that in the school’s judgment can be associated with the use of drugs, alcohol, or mood altering substances.

➢ Examples include, but are not limited to: roach clips, pipes, and bowls.

Drug Testing for Students involved in Extracurricular Activities including Athletics, Board Policy 227.1

The Board recognizes that the use and abuse of drugs, alcohol and mood-altering substances by students has a negative effect on these students. With the health and safety of the students in mind, the Clairton City School District will work to educate, prevent and intervene in the use and abuse of all drugs, controlled substances, alcohol and mood-altering substances by students.
The School District has a right to randomly test and members of the student body at any time the District feels is appropriate.

**Controlled Substance** – any substance including look-alikes, alcoholic beverages, anabolic steroids, drug paraphernalia, volatile solvents or inhalants, and prescription or patent drugs unless permission has been granted in accordance with Board policy, the possession, use or delivery of which is regulated by the Controlled Substance, Drug, Device and Cosmetic Act of the Commonwealth of Pennsylvania of April 14, 1972, P.L. 233, No. 64, § 1, et seq., 35 P.S. § 780-101 et seq.

**Look-Alike Drug** – a non-controlled substance that has a stimulant or depressant effect on human beings and/or substantially resembles a controlled substance in appearance.

At the beginning of each school year, every student and his/her parent/guardian of a District athlete or a participant in any extracurricular activity must consent to a hair sample and/or urine test and to a random hair test or urine test during a time in which he/she is participating.

Each year, all students and parent/guardian will sign a contract authorizing the School District to request that, at any time and without prior warning, the student must submit a hair and/or urine sample for drug screening. All costs associated with the testing shall be paid by the District.

All test results will be provided to the District within 48 hours of the test administration time. The Building Principal and/or his/her designee will receive a confidential report of the test results and notify the parent/guardian of the student upon receipt of the results.

**Suspension from Activities and Re-admittance**

If the student’s hair/urine test is positive or the student admits to using, or the students are picked up for alcohol or drug violation during or outside his/her extra-curricular season, the student’s parent/guardian is notified and the school Principal and/or his/her designee convenes a meeting with the student and his/her parent/guardian. The following procedures will be used.

1. The Principal and his/her designee will hold a parent conference to make the parent/guardian aware of the results of the testing and the student will be dismissed from all activities for the remainder of the school year.
2. The student will be placed on a 10-day out-of-school suspension and will be required to participate in a drug/alcohol assessment with a certified drug and alcohol evaluator prior to their return to school.
3. The student will be required to be re-tested the following year before he/she will be a participant in athletics and/or extra-curricular activities. The student must test negative prior to his/her return to athletic competition.
4. The student who has two (2) offenses will be barred from all athletic competition and/or extracurricular program participation for the remainder of his/her years in Clairton City School District.
Students will be randomly selected to participate in the screening. Should any student at any time refuse to submit a hair/urine sample for testing, this shall result in the student’s disqualification and be treated as an offense. The student will not be permitted to participate in any athletic program or extracurricular program until he/she submits to a drug tests and tests negative. The student will comply with suspension guidelines as described in this policy.
CLAIRTON CITY SCHOOL DISTRICT
CONSENT TO DRUG/ALCOHOL TESTING

I, ____________________________, a student of the Clairton City School District interested in participating in athletics or other extracurricular activities do hereby consent to drug/alcohol testing in accordance with the Clairton City School District Policy. This Consent shall take effect the day of the first scheduled physical for the sport in which I intend to participate and will last for one (1) full calendar year thereafter. I am voluntarily signing this form so that everyone in the School District can know with certainty that my representation of the District through this activity is not, and will not, be tainted by the presence of drugs, alcohol or nicotine in my body.

Specifically, I hereby authorize the School District through its administrators, athletic director, coaches, school nurse or other agent or representative appointed by the School District, to request (at any time and without any prior warning) that I submit a hair/urine sample for testing to a laboratory of the School District’s choosing. I am fully aware that this testing will be done without prior announcement and that the sample must be given at the time the request is made. I am also aware that more than one request may be made during the term of this Consent. I am fully aware that if the testing reveals a violation of the School District’s Policy, sanctions will apply as set out in that Policy which will affect my ability to participate in Clairton City School District extracurricular activities. I further voluntarily agree that if at anytime I refuse to submit a sample for testing, this shall result in my disqualification just as if the presence of a prohibited substance has been detected.

All tests will remain confidential. All costs associated with the testing shall be paid by the District.

This Consent must be signed by parent and student in the presence of, and witnessed by, a School District official.

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<th>Date:</th>
<th>Student:</th>
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<tr>
<td>Date:</td>
<td>Parent:</td>
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<td>Date</td>
<td>Witness</td>
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SECTION XI - WEAPONS POLICY

The Clairton City School District prohibits the possession of a weapon by students, employees, or visitors on school property or other areas as further specified and defined in this policy.

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. In addition, the Federal Gun-Free Schools Act and Pennsylvania Act 26 of 1995 require local educational agencies to adhere to certain discipline and reporting requirements in the event a student is in possession of a weapon and/or firearm.

As such, students are prohibited from possessing weapons and replicas of weapons:

- in any Clairton City School District building;
- on any Clairton City School District property;
- on any conveyance (including private) providing transportation to or from a school sponsored activity;
- at any school function, activity or event whether or not held on Clairton City School District property; or while on their way to or from school.

Except as provided herein, a student in possession of a weapon will be subject to an expulsion of no less than one (1) calendar year as provided by Act 26 of 1995. The Superintendent may recommend to the Board of School Directors disciplinary action less than expulsion as required herein on a case-by-case basis.

Definition of Terms

**Weapon** - including but not be limited to any knife, cutting instrument, cutting tool, nunchaku (nunchuck stick), brass or metal knuckles, firearm, shotgun, rifle, chemical agent such as mace, explosive device including but not limited to pipe bombs, any object which is a weapon "look-alike" or is otherwise purported to be such a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

The provisions of this policy will not apply to a weapon being used as part of a program approved by the School District by an individual who is participating in the program (i.e. a lawful supervised school activity, extra-curricular activity, or course of instruction).

**Firearm** - actual firearms of any type whatsoever, (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; pellet guns; BB guns; and "look-alike" firearms, whether they be capable of operation and whether they be loaded or unloaded. Weapon does not include any device which is authorized by the school for a legitimate educational
purpose, such as tools, play properties, pallet knives and the like, or any device or object which has been given prior approval by the Principal in connection with any education program or extra-curricular activity.

**Destructive Device** - any bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any such devices.

**Possession** - when the weapon is found on the person of the student, in the student's locker, or otherwise under his or her control while the student is on school property, on property being used by the school or at any school function, activity, or event whether held on District property or away from the school, or while the student is on his/her way to or from school.

**Investigation Procedures**

Every School District employee and/or student who has knowledge of a weapon being impermissibly on or in school property will immediately inform the Principal or other appropriate school official, who will immediately conduct an investigation. A student who has knowledge of a weapon being in or on school property will be subject to disciplinary proceedings if the student does not report the same in a timely manner.

Upon reasonable suspicion that a student possesses a weapon, the Principal will request that the student voluntarily empty his/her pockets, and remove any coat, book-bag or purse so the same may be searched by a school official. Such search will take place in the presence of another adult.

It is noted that the Rules and Regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.

If the student resists such a voluntary search, the Principal or school official will immediately summon the local police and request assistance. The parent/guardian of the student will likewise be notified. Upon the police appearing, under no circumstances will the school official act as the student's informed adult in regard to any Miranda Warnings.

**The school official will also follow the procedures for student locker searches.**

If a weapon is found in the possession or control of a student, it will be immediately confiscated. In addition, the Superintendent will assess the circumstances of the possession, including but not limited to the type of object confiscated, the intent of the student, and potential threat of danger to the school community for the purpose of making a recommendation on the appropriate discipline in accordance with Act 26 of 1995.

All incidents involving the possession of a weapon prohibited by this policy will be reported by the Superintendent or the Principal to local law enforcement officials. The Superintendent will report to the Department of Education, Office for Safe Schools, and all incidents relating to expulsions for possession of a weapon pursuant to this policy. Reports will include the following information:
1. The age or grade of the student;
2. Name and address of the School District;
3. Circumstances surrounding the incident, including the type of weapon;
4. The disciplinary sanction imposed by the District;
5. Notification of law enforcement officials;
6. Remedial programs used in the disciplinary response;
7. Any parent/guardian involvement required in the disciplinary sanction; and
8. Any arrests made or convictions and adjudications, if known.

SECTION XII - TRANSPORTATION

The Transportation Department is in charge of the development of safe pupil transportation for the Clairton City School District. We ensure this occurs by following District policies as well as the Pennsylvania Department of Education's guidelines for pupil transportation. Bus stops are community gathering areas located in the safest areas possible. It is the responsibility of the parents/guardians to get their student(s) to and from the bus stop, both in the morning and afternoon.

**Please be advised that all buses are equipped with audio and video monitoring**
EXCUSE FOR ABSENCE FORMS

EXCUSE FOR ABSENCE 2019-2020

To the Parent or Guardian:

_____________________________________________ was absent on: _____/_____/_____ (AM / PM).

_________________________________________
Homeroom Teacher’s Signature

Reason for Absence ___________________________________________________________________

_________________________________________
Signature for Parent/Guardian

This excuse must be presented to your child’s homeroom teacher within (3) three days of his/her absence in order for the days missed to be considered legal. Absence seriously interferes with your child’s academic achievement. Please completely describe the reason for the absence above.

PLEASE NOTE: more than three illegal absences may result in a citation from the District Magistrate.