

PETER DeFEO.....PRINCIPAL  
GREGORY HORTON.....ASSISTANT PRINCIPAL  
KATHRYN BOURQUIN.....ASSISTANT PRINCIPAL

595 JEFFERSON ROAD  
MULLICA HILL, NJ 08062  
TELEPHONE (856) 223-2740

**THIS AGENDA BOOK BELONGS TO:** \_\_\_\_\_

### **WELCOME**

*Dear Students and Parents,*

*Welcome to Clearview Regional for what promises to be an exciting and challenging year. The start of another school year offers new opportunities for educational growth and it is our hope that your experience at Clearview will be beneficial and rewarding.*

*This handbook has been prepared to assist you with learning about the policies and procedures of our district as well as to inform you about the many activities and opportunities available for students.*

*We suggest that you keep this handbook available for easy reference throughout the school year. If you have any questions or concerns, please do not hesitate to contact the school administration for more information.*

*We take great pride in the history of our school district and encourage all students and parents to become active and contributing members of our school community.*

*Sincerely,*

*Peter DeFeo*

*Middle School Principal*

### **ALMA MATER**

*O Clearview High to you we sing, Our Alma Mater's praises ring. Long may you stand in majesty, O Clearview High School, Hail to thee. Now Clearview High we pledge to hold, Upward the Green, the White and Gold. Honor and Truth our goals will be, Dear Clearview High School, hail to thee.*

**School Colors**

*Green and Gold*

**School Mascot**

*Pioneer*

**SCHOOL CALENDAR****2018-2019**

September	3	Labor Day Holiday
	4 & 5	Teacher In-Service
	<b>6</b>	<b>School Opens for Students</b>
October	8	Teacher In-Service (No school for students)
November	1	Early dismissal for students – Prof. Dev. PM
	8 & 9	School Closed – NJEA Convention
	21	Early Dismissal
	22, 23	School Closed – Thanksgiving Holiday
December	5	Early dismissal for students – Prof. Dev. PM
	21	Early Dismissal
	24 - 31	School Closed – Winter Break
January	1	School Closed – Winter Break
	21	School Closed – Martin Luther King, Jr. Day
February	15 & 18	School Closed – President’s Day Holiday
March	15	Teacher In-Service (No school for students)
April	18, 19 & 22	School Closed – Spring Recess
	25	Teacher In-Service (No school for students)
May	27	School Closed – Memorial Day
	30	Early dismissal for students – Prof. Dev. PM
	31	Teacher In-Service (No school for students)
June	14	Last Day for Students & Teachers (Tentative)

**Weather/Emergency Closing–Make-up Dates:**

If 1 or 2 days used by 3/29/19: April 18, April 25

If 3 or more days used by 3/29/19: June 17, June 18, June 19, June 20, June 21, 2019

**EMERGENCY SCHOOL CLOSING**

In the event that school is closed due to inclement weather or any unforeseen emergency, the decision will be communicated through the District’s Website, local news stations and a call to the home number listed in the student database. **Clearview’s Code Number is 802.** If school is closed in the morning it will remain closed for all activities scheduled that day and evening. **To contact the Middle School Main Office, dial 223-2740.**

## **MISSION STATEMENT**

Clearview Middle School recognizes the unique characteristics of young adolescents with a program that meets the changing physical, social, emotional, and intellectual needs of these students. The staff, students, parents, and community function as a team to develop caring, responsible, ethical, and competent citizens.

The Clearview Middle School is a continuous and coordinated process utilizing a team approach that:

Creates a growing awareness of self and others; Recognizes individuals and builds self-esteem; Stresses the acceptance of others; Fosters the dignity and diversity of all individuals; Fosters cooperation and concern for others; Allows students to connect with the larger community, encouraging them to make a difference in the world around them; Creates a developmentally responsive curriculum to include: Opportunities for independent and cooperative learning, Involvement of students with projects and activities, to explore their needs, interests, talents, and skills, Interdisciplinary and integrated teaching, Teaching strategies that recognize different learning styles in a commitment to reach each child, The full range of communication skills and technologies in purposeful contexts.

Focuses on mastery of basic skills; Fosters the expression of creativity; Develops higher order-critical thinking and creative problem solving skills; Includes a caring environment that: Provides gradual transition from elementary to a readiness for high school, Provides an exploratory program of courses that addresses the transitory nature of student interests, which will serve to provide a background for career and course selection in later grades, Provides a safe place for students and staff to work, learn, and develop interpersonal relationships, Provides support services that promote stability, growth toward self-realization, increasing independence and responsible behavior.

Provides experiences and challenges designed to address the rapid changes and varied physical needs of students; Encourages parental involvement; Promotes shared decision-making for the organization and for the experiences of middle school grade students; Stresses student and staff commitment to continuous improvement; Develops leadership, independence and responsibility; Promotes, encourages and supports staff development and professional growth opportunities to increase their effectiveness in working with middle school students.

## **STATEMENT OF NON-DISCRIMINATION PRACTICES:**

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability or socioeconomic status.

No qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits or, or be subjected to discrimination in employment or under any program, activity or vocational opportunities sponsored by this Board.

*The Clearview Regional High School District does not discriminate in admissions or access to, or treatment, or employment on the basis of race, color, national origin, sex, disability or age in its programs and activities.*

### **ANNUAL PUBLIC NOTICE**

In accordance with the USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d) this notice shall serve to advise students, parents, employees and the general public that all Career and Technical Education opportunities in the Clearview Regional High School District shall be offered to all students regardless of race, color, national origin, gender or disability. Clearview Regional High School District will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. All program offerings and admission criteria can be found in the Clearview Program of Studies Course Selection Book.

The following individuals are designated to coordinate compliance and handle complaints under Title IX and Section 504.

### **AFFIRMATIVE ACTION**

Federal Law (Title IX) and State Law (Title 6:4) prohibit discrimination against students and employees in public schools. Title IX prohibits discrimination on the basis of sex; Title 6:4 goes further and prohibits discrimination on the basis of race, color, creed, religion, ancestry, national origin and social or economic status.

It is the policy of Clearview Regional District not to discriminate on the basis of the areas identified above. In order to ensure compliance with the regulations, state law requires the appointment of an affirmative action officer.

### **AFFIRMATIVE ACTION TEAM:**

Dodd Terry-District, Pete DeFeo-Middle School, Debbie Wilson-Middle School, Thomas Jones-High School, Lisa Marandola-High School

### **TITLE IX COORDINATOR:**

Sherry McAteer  
420 Cedar Road  
Mullica Hill, NJ 08062  
(856)223-2766  
[mcateersh@clearviewregional.edu](mailto:mcateersh@clearviewregional.edu)

### **SECTION 504 COMPLIANCE OFFICER:**

Nathan Barnes  
420 Cedar Road  
Mullica Hill, NJ 08062  
(856)223-2774  
[barnesna@clearviewregional.edu](mailto:barnesna@clearviewregional.edu)

### **GRADING SYSTEM**

Achievement is recorded in numerical grades ranging from:

A = 100 – 93    B = 92 – 85    C = 84 – 76    D = 75 – 70    FAILING = 69 & BELOW

## **ACADEMIC HONOR LISTS**

At the conclusion of each marking period, student academic achievement shall be recognized at two (2) levels:

Superintendent's List – Grades in all subjects being studied are at 93 or above.

Honor Roll – Grades in all subjects being studied are at 85 or above.

## **TENTATIVE GRADE REPORTING DATES FOR 2018-2019**

The following dates are subject to change by the administration:

1st marking period – 9/6/18 – 11/12/18

2nd marking period – 11/13/18 – 1/29/19

3rd marking period – 1/30/19 – 4/4/19

4th marking period – 4/5/19 – 6/14/19

## **PROMOTION PROCEDURE GRADES SEVEN AND EIGHT:**

Students will be required to attend the **Summer School Program** if the following occurs:

1. Pupil fails any combination of two full-year Core courses (ELA, Math, Science or Social Studies)
2. Pupil fails Math or English

\*If a student fails to attend the Summer School Program, he/she may be retained.

**Retention Policy:** Pupils who fail three or more core subject (Math, ELA, Science, or Social Studies) may not have the option to attend Summer School. Students' grades and attendance will be reviewed by administration to determine their eligibility for summer school, retention, or promotion.

## **I. BOARD POLICIES**

To view our Board Policies, please refer to the District Web Page at ([www.clearviewregional.edu](http://www.clearviewregional.edu))—Click on Administration, Board of Education, Board Policies.

## **II. ATTENDANCE**

The Clearview Regional Board of Education has a legal and moral obligation to insure that all pupils attend school so they may be taught. Absence from school jeopardizes any pupil from satisfactorily completing the prescribed course of study. Unless pupils are present for all scheduled classes, the Board cannot provide an education as proposed through the adopted curriculum. Regular attendance is a prescribed condition upon which all course of study are predicated. The curriculum is designed to achieve maximum educational benefits for pupils within the allotted number of school days. Therefore, the Board of Education can neither condone nor permit absences from school, and will not issue credit for courses if required pupil attendance is not attained. The following rules and regulations have been prepared to insure that the intent of this policy is implemented.

### **ABSENCE VERIFICATION**

School attendance is a basic responsibility of the pupil and parent/guardian. Parent is required to report their child's absence by calling the Attendance Officer at 223-2743. Upon returning to school, a student should turn in a note/verification of the absence to the main office. Administration reserves the right to verify doctor's notes. Vacations are not an excused absence. Acceptable reasons for absence:

- a) Illness (Doctor's note only – must be received within ten days of the absence).
- b) Death in immediate family.
- c) Religious Holidays.

### **LOSS OF COURSE CREDIT**

Pupils missing 11 or more school days for a year-long course will be reviewed by a credit completion committee to determine promotion/retention. Students will be required to make up time as determined by the committee as per the following guidelines.

### **EXCESSIVE ABSENCES**

Students with excessive unexcused absences will be required to make up missed time. Administrative discretion may be applied on a case by case basis. Days in summer credit completion are assigned according to time missed during the school year.

Absences:           18-21 days = two weeks (8 days) credit completion  
                          22-25 days = three weeks (12 days) credit completion  
                          26+ days = four weeks (16 days) credit completion

**Letters will be sent home at 6, 12, 18 and 24 attendance incidents.**

Parents or guardians of pupils missing 25-30 days will be notified that a conference will be required with the school Principal. The Board of Education may exclude a student with excessive absenteeism from school.

### **TARDIES (LATENESS)**

A student is considered late to school if he/she does not report to class by the 7:35am bell. Students who are late must report to the main office to sign in and get a late pass to go to their class. Students must present a doctor's note when late to be excused. **Students with excessive tardies will be required to make up missed time.** Administrative discretion may be applied on a case by case basis. Days in credit completion are assigned according to tardies during the school year. See Discipline Section for consequences.

### **CONSECUTIVE ABSENCES**

Any pupil who misses ten consecutive school days, or is chronically absent, and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within five days. Failure to do so may result in legal action against the parent/guardian or the student (if of 16 years of age or more.) If a child accumulates 10 medically excused absences, a mandatory meeting with the principal and school nurse will occur.

### **RECORD KEEPING**

Reporting of pupil absences and tardiness shall be accomplished in the following manner:

1. Absences and tardiness for school shall be recorded in an appropriate manner on report cards.
2. A letter of notification will be mailed to parents/guardians alerting them of the danger of noncompliance with the attendance requirements.
3. Notification will be mailed indicating a pupil's non-credit status.
4. Students will be given the opportunity to serve credit completion during the school year.

### **EARLY DISMISSAL**

The Clearview Regional School District recognizes seven situations which create a legitimate need for release from school:

- 1) Illness, which manifested itself after having reported to school – verified by the School Nurse.
- 2) Verified appointment with a physician/dentist. (Note from doctor required within 5 days of visit)
- 3) Driver's test with verification of appointment.
- 4) Court issued orders.
- 5) College visitation.
- 6) Death in the immediate family.
- 7) Approval from Assistant Principal or Principal.

For number one and/or two above, the school nurse will review and verify the conditions. For numbers three, four, five, six and/or seven, a written note from the appropriate source must be submitted prior to release from school. All students must turn notes in to the main office and must sign out on the appropriate form before leaving the building.

### **III. STUDENT CONDUCT**

#### **STANDARD OF BEHAVIOR**

Effective citizenship requires a spirit which balances freedom for the individual with responsibility for society. In order to develop this understanding and protect everyone in the society, procedures are established within any community. The approach to discipline balances individual privileges with the needs of the educational family. Policies are designed to help each pupil understand the value of acting in a responsible way. If behavior becomes irresponsible, an effort is made to help the pupil find better ways to reach goals, while also developing an understanding of the consequences of actions. The goal is to develop intellectual ability and social responsibility in all pupils. Disruption and interference with the education of others, a lack of respect for the rights or properties of others, and an inability to do as directed are examples of behavior necessitating action.

#### **A. Student Responsibility - Standard of Behavior at Clearview**

##### **Clearview Students:**

1. Attend school and class regularly.
2. Make a concerted (honest) effort to complete all assignments and prepare for tests.
3. Demonstrate respect for self and others.
4. Demonstrate care and respect for school property and the property of others.

It should be noted that students at Clearview are guaranteed the basic rights of all students under the Constitution of the United States and the State of New Jersey. These rights are balanced against individual student responsibility. The safety of the student body, teachers and the total school community will be protected and guaranteed at all times.

If a student has difficulty upholding these standards of behavior, his/her schedule could be modified to better suit his/her social and academic needs to ensure their success

#### **Student Rights**

Students have the right to be treated with respect. Students have the right to a safe and orderly environment.

**Student Responsibility** - Students have the responsibility and are expected to treat peers with respect and teachers with respect. Students have the responsibility to respect school property and the property of others while behaving in a manner which guarantees a safe and orderly school environment.

#### **DISCIPLINE**

Discipline problems will be treated with positive methods before more punitive measures are found necessary. It is intended that consequences, when assigned, will encourage improved student behavior.

Should a student show improvement by not repeating an offense for one semester in any of the following listed areas, disciplinary action taken in a given area may revert back to the previous penalty administered by school authorities. Please note that this applies only to the following sections/infractions: Section A, Section B, and Section C.



In areas not specifically covered by the discipline policy, punishment will be administered at the discretion of the administration. Administrators may change a Detention to a Restricted Study, or Restricted Study to an Out-of-School suspension at their discretion, based upon the circumstances of the infraction. Additionally, all consequences listed in Sections A, B, C and D of the discipline policy may be subjected to administrative interpretation.

The administration shall keep a file on a student who has violated the rules. It shall be the responsibility of the administration to see that, for each subsequent infraction, a concise account and record shall be communicated to the home in order to keep the parent informed of any change in the student's status.

Any student who accumulates a total of ten (10) discipline referrals in a semester (i.e., Semester 1 - September to January; Semester 2 - February to June) will be suspended out of school, pending a mandatory parent conference.

Any student who accumulates a combination of ten (10) or more days of Detention, Restricted Study or Out-of-School Suspension will not be permitted to attend any school function(s) (including all dances and school trips).

Any student who is not passing two or more classes, or accumulated more than 14 lates or 10 unexcused absences, may not be permitted to attend any school function(s) including all dances and school trips. (Administrative Interpretation may be exercised).

Students who are suspended (either Restricted Study or Out-of-School) are immediately excluded from all student activities and/or functions for the duration of the suspension; this includes attendance, as well as active participation. Eligibility for attendance or participation will be restored when the student is re-admitted to school or regular classes. Example: A student is suspended at the close of school on Thursday for one (1) day. That student is then immediately prohibited from attending all school activities until reinstated to school on Monday. However, scheduling a student to serve a suspension in Restricted Study many times requires a one or two day delay. Therefore, in an effort to provide consistency of punishment, the exclusion for extra-curricular activities or curricular functions which take place after regular class hours shall begin immediately upon suspension, and will continue for the length of suspension in spite of the fact that the student may continue to attend regular classes.

Eventually, the student will serve the suspension in the Restricted Study room. Example: a student is suspended on Monday afternoon for two (2) days in Restricted Study but cannot be scheduled in the Restricted Study room until Thursday or Friday...that student is excluded from all extra-curricular activities and curricular activities which take place after regular school hours immediately on Monday and will regain eligibility for such activities on Thursday morning (two school days from time of sentence), despite the fact that he/she has not yet served the suspension from regular classes as yet. This same prohibition would be in place for all weekend activities if the days of suspension include a Friday.

If the number of times a student commits an offense is greater than the number listed on the Code, that student shall be suspended out of school pending a conference with the Superintendent.

Note: If there is a difference in interpretation of a student offense between the administrator and the reporting staff member, a private conference will be held between the administrator and staff member prior to the consequences being administered to the student.

Pupil conduct that occurs outside the school may result in consequences if it causes any interference or disturbance to the daily function and/or operation of a school day.

**Administrative Interpretation may be exercised on all discipline measures listed below.**

### **CLEARVIEW CHROMEBOOK POLICY**

- Students who are issued district-owned Chromebooks must remember that these are school equipment; therefore, mistreatment of Chromebooks may result in disciplinary action or monetary restitution.

### **ATTEND SCHOOL AND ALL CLASSES REGULARLY**

#### **1. TRUANCY/LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

- |             |   |
|-------------|---|
| 1st offense | 1 Day Restricted Study; Parent Notification; Attendance Personnel Notification  |
| 2nd offense | 2 Days Restricted Study; Parent Conference; Attendance Personnel Notification   |
| 3rd offense | 3 Days Restricted Study; Parent Conference; Principal's Probation; Attendance Personnel Notification; Complaint signed in Municipal Court |
| 4th offense | 1 Day Out-of-School Suspension; Parent Conference with Building Principal   |

#### **2. Cutting Class** (Including homeroom and leaving class without permission). A cut is considered when the student is out of class for more than 5 minutes without permission or in an undesignated area without permission).

- |             |  |
|-------------|--|
| 1st offense | 2 Detentions; Parent Notification  |
| 2nd offense | 1 Day Restricted Study; Parent Conference  |
| 3rd offense | 2 Days Restricted Study; Parent Conference; Counseling   |
| 4th offense | 1 Day Out-of-School Suspension; Parent Conference with Building Principal; Placed on Principal's Probation |

#### **3. Middle School Late to School**

- |   |                         |
|---|-------------------------|
| 5 <sup>th</sup> Late to School in Semester  | 2:30-3:30 Detention     |
| 10 <sup>th</sup> Late to School in Semester | 2:30-3:30 Detention     |
| 15 <sup>th</sup> Late to School in Semester | (2)2:30-3:30 Detentions |
| 20 <sup>th</sup> Late to School in Semester | (2)2:30-3:30 Detentions |
| 25 <sup>th</sup> Late to School in Semester | (2)2:30-3:30 Detentions |
| Every 5 Lates to School after 25            | (2)2:30-3:30 Detentions |

Lateness to school will reset at the semester break (end of Marking Period 2) and discipline will start from the top of the list. Attendance points are cumulative for the school year and will not reset at all during the school year.

#### **4. Late to Class**

- 1st & 2nd offense Teacher Warning
- 3rd - 5th offense Teacher Consequence; Teacher Detention; Parent Notification
- 6th – 9th offense Referral to Assistant Principal; Administrative Detention
- 10th offense Referral to Assistant Principal; 1 Restricted Study
- 15th offense Referral to Assistant Principal; Parent Notification; Out-Of-School Suspension pending hearing with Principal

#### **5. Cutting Detention**

- 1st offense 2 Detentions; Parent Notification
- 2nd offense 1 Day Restricted Study; Parent Conference; Counseling
- 3rd offense 1 Day Out-of-School Suspension, Parent conference with Principal
- 4th offense 2 Days Out-of-School Suspension pending Parent Conference with Building Principal
- 5th offense Out-of-School Suspension, Hearing with the Superintendent of Schools

### **MAKE A CONCERTED EFFORT TO LEARN INFORMATION PRESENTED AND COMPLETE ALL LEARNING ASSIGNMENTS**

#### **Academic Integrity & Plagiarism**

All Clearview Regional High School programs require high standards of academic integrity. All forms of dishonesty whether by act or omission, but not limited to, cheating, plagiarism and knowingly furnishing false information to the school district are prohibited.

Students at CRHS are explicitly taught how to integrate secondary source material into original works. CRHS currently relies upon the conventions of the Modern Language Association whose approach requires students to parenthetically document resources. This approach is supported by the Media Center and in all disciplines. Some teachers also expose students to the conventions of the American Psychological Association (APA) or the newer Chicago format, usually expected in higher education.

Students who plagiarize an original composition (research paper, literary analysis, science lab, news journalism, other compositions) will receive 2 Days of Detention for the offense. Teachers may use their discretion to determine if a secondary assignment will be provided.

- 1st offense 2 Detentions; Parent Notification
- 2nd offense 1 Day Restricted Study; Parent Conference with Assistant Principal
- 3rd offense 1 Day Out-Of-School Suspension; Conference with Building Principal

Cheating can also take the following forms; cheat-sheets, crib-sheets, answers written on pencils, hats, notebooks, appendages (arms, legs, hands), calculators, or when students rely upon the utilization of cell phones, text-messaging or listening devices (MP3 players, iPods, laptops) to copy and transfer information while completing an assessment is not ethical. Likewise, the sharing of answers during assessment periods via whispering, talking, or due to placement on the desk, constitutes a violation of the ethical code of conduct, as does the sharing and subsequent copying of homework assignments.

1st offense	1 Detention
2nd offense	1 Day Restricted Study; Parent Notification
3rd offense	2 Days Restricted Study; Parent Notification

Teachers are not required to provide make-up work when students are caught cheating; teachers may provide a secondary assessment. The grade provided to student for plagiarized assignment will be at teacher discretion.

## **DEMONSTRATE RESPECT FOR SELF AND ALL OTHERS -**

### **1. Pupil Misconduct**

1st offense	1 Detention; Parent Notification
2nd offense	2 Detentions; Parent Notification
3rd offense	1 Day Restricted Study; Parent Notification; Teacher Conference with Parent and Assistant Principal
4th offense	2 Days Restricted Study; Parent Conference
5th offense	1 Day Out-of-School Suspension pending Parent Conference with Building Principal

### **2. Misuse of Hall Pass (also to include altering of pass)**

1st offense	1 Detention
2nd offense	2 Detentions; Parent Notification
3rd offense	1 Day Restricted Study; Parent Conference
4th offense	1 Day Out-of-School Suspension pending Conference with Building Principal

### **3. No Eating or Drinking in Classrooms or Hallways (except when permitted by Administration)**

1st offense	Warning
2nd offense	1 Detention
3rd offense	1 Day Restricted Study; Parent Notification
4th offense	Out-Of-School Suspension; Parent Notification; Meeting with Building Principal

- 4. Throwing Food or Objects** (Administrative Interpretation may be exercised)
- |             |   |
|-------------|---|
| 1st offense | 1 Day Restricted Study; Parent Notification   |
| 2nd offense | 2 Days Restricted Study; Parent Notification; Parent Conference with Building Assistant Principal |
| 3rd offense | 1 Day Out-Of-School Suspension; Parent Conference with Building Principal                         |
- 5. Disrespectful, Defiant, Irrational or Insubordinate In or Outside Classroom**  
(Administrative interpretation may be exercised)
- |             |   |
|-------------|---|
| 1st offense | 1 Day Restricted Study; Parent Conference   |
| 2nd offense | 2 Days Restricted Study; Parent Conference  |
| 3rd offense | 1 Day Out-Of-School Suspension; Parent Conference with Building Principal         |
| 4th offense | Out-of-School Suspension Pending Parent Conference with Superintendent of Schools |
- 6. Disrespectful, Defiant or Insubordinate In Restricted Study**
- |             |  |
|-------------|--|
| 1st offense | Out-of-School Suspension Pending Parent Conference |
|-------------|--|
- 7. Smoking or Chewing Tobacco on School Premises or During Any School Activity**
- |             |  |
|-------------|--|
| 1st offense | 3 Days Out-of-School Suspension; Mandatory Parent Conference with Assistant Principal; SAC Referral  |
| 2nd offense | 3 Days Out-of-School Suspension; Mandatory Parent Conference with Assistant Principal; SAC Referral; Complaint Signed with Municipal Court |
| 3rd offense | 5 Days Out-of-School Suspension; Parent Conference with Building Principal; Complaint Signed with Municipal Court                          |
| 4th offense | Out-of-School Suspension Pending Hearing with Superintendent of Schools  |
- 8. Lighting Matches/Lighters, Possession of Cigarettes, E-Cigarettes, Cigars, Pipes, Chewing Tobacco during any School Activity, Students Guarding or Warning Smokers of Teachers Approach**
- |             |   |
|-------------|---|
| 1st offense | 1 Day Out-Of-School Suspension; Parent Conference; Counseling                                     |
| 2nd offense | 3 Days Out-Of-School Suspension; Parent Conference; Counseling                                    |
| 3rd offense | Out-of-School Suspension pending Parent Conference with Building Principal; Principal's Probation |
| 4th offense | Out-of-School Suspension Pending Hearing with Superintendent of Schools                           |

**9. Smoking and/or Possessing E-Cigarettes or Vaporizers (Vaping) Paraphernalia on School Premises or During Any School Activity**

- 1st Offense -Minimum of 3 Days for Vaping and Mandatory Drug Screen  
-Minimum of 5 Days for Vaping with a Positive Result after Mandatory Drug Screen
- 2nd Offense -Minimum of 10 Days Out-of-School Suspension Pending Hearing with Superintendent of Schools; Mandatory Drug Screen

**STUDENTS MAY NOT BE IN POSSESSION OF ABOVE**

**10. Obscene or Vulgar Language or Possession of Obscene Material**

(Administrative interpretation may be exercised)

- 1st offense 1 Day Restricted Study; Parent Notification
- 2nd offense 2 Days Restricted Study; Parent Conference; Counseling
- 3rd offense 1Day Out-of-School Suspension Pending Parent Conference with Building Principal; Principal's Probation

**11. Inappropriate Language**

- 1st offense 1 Detention
- 2nd offense 2 Days Detention; Parent Notification; Counseling
- 3rd offense 1 Day Restricted Study; Parent Conference; Counseling
- 4th offense 1 Day Out-of-School Suspension Pending Parent Conference with Building Principal; Principal's Probation

**12. Overt/Unusual Outward Physical Display of Affection or Irregular Behavior toward or with another Student (Kissing).**

- 1st offense Warning
- 2nd offense 1 Detention
- 3rd offense 1 Day Restricted Study; Parent Conference

**13. Lewd/Bizarre Behavior** (Administrative interpretation may be exercised)

- 1st offense 1- 3 Days Out-of-School Suspension; Parent Conference; Principal's Probation; Police Notification
- 2nd offense 3 - 5 Days Out-of-School Suspension; Child Study Team Referral; Police Notification
- 3rd offense 5 Days Out-of-School Suspension Pending Hearing with Superintendent of Schools

**14. Gambling/Selling Goods (food, beverages, etc.)**

- 1st offense 1 Day Detention; Parent Notification
- 2nd offense 1 Day Restricted Study; Parent Conference with Building Assistant Principal; Possible Police Notification; Principal's Probation
- 3rd offense Out-of-School Suspension Pending Hearing with Building Principal; Possible Police Notification

**15. Possession of Fireworks**

- 1st offense 5 Days Out-of-School Suspension Pending Hearing with Superintendent of Schools
- 2nd offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Complaint Signed with Municipal Court

**16. Setting off Fireworks**

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Complaint Signed with Municipal Court

**17. Possession/Setting off Poppers/Caps/Stink Bombs**

- 1st offense 1 Day Out-Of-School Suspension; Parent Conference;
- 2nd offense 2 Days Out-Of-School Suspension; Principal's Probation
- 3rd offense Out-of-School Suspension Pending Hearing with Superintendent of Schools

**18. Possession of Bombs**

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

**19. Setting off Bombs/Explosives**

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

**20. Possessions or Use of Alcohol or Controlled Dangerous Substance or Medication (including over-the-counter, prescription, diet, herbal, or detox supplements) within the Drug-Free School Zone during any School Activity; or While Participating or Attending any School-Sponsored Activity**

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Parent Notification; Police Notification/Complaint Signed; Assessment with Student Assistance Coordinator (Parent and Student); Child Study Team Referral; 30-Day Exclusion from all Extra-Curricular Activities if and when Reinstated to School
- 2nd offense Expulsion hearing with Superintendent of Schools and BOE

**21. Possession or Use of Drug Paraphernalia or “Look-alikes” Within the Drug-Free School Zone During Any School Activity; or While Participating or Attending any School-Sponsored Activity**

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE for Possible Expulsion; Parent Notification; Police Notification/Complaint Signed; Assessment with Student Assistance Coordinator (Parent and Student); Child Study Team Referral; 30-Day Exclusion from all Extracurricular Activities if and when Reinstated to School
- 2nd offense Expulsion hearing with Superintendent of Schools and BOE

**22. Sale/Exchange #20 or #21**

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE for Possible Expulsion; Parent Notification; Police Notification; Complaint Signed; Assessment with Student Assistance Coordinator (Parent and Student); Child Study Team Referral; 30-Day Exclusion from all Extracurricular Activities If and When Reinstated to School
- 2nd offense Expulsion hearing with Superintendent of Schools and BOE

**23. Refusal to Submit to Drug Screening**

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE for Possible Expulsion; Parent Notification; Police Notification/Complaint Signed; Assessment with Student Assistance Coordinator (Parent and Student); Child Study Team Referral; 30-Day Exclusion from all Extracurricular Activities If and When Reinstated to School
- 2nd offense Expulsion hearing with Superintendent of Schools and BOE

**24. Extortion/Taking Money or Valuables from an Individual through Threats**

- 1st offense 2 Days Restricted Study; Parent Conference; Counseling; Restitution
- 2nd offense 1 Day Out-of-School Suspension; Parent Conference with Building Principal; Counseling; Restitution; Child Study Team Referral; Police Notification; Principal's Probation
- 3rd offense Out-of-School Suspension Pending Hearing with Superintendent of Schools



**25. Verbal Threats**

1st offense	1 Day Restricted Study; Parent Conference
2nd offense	2 Days Restricted Study; Principal's Probation
3rd offense	1 Day Out-of-School Suspension; Parent Conference; Counseling; Child Study Team Referral
4th offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE

**26. Profanity Directed to School Employee**

1st offense	1 Day Out-of-School Suspension; Parent Conference, Principal's Probation
2nd offense	2 Days Out-of-School Suspension; Parent Conference with Building Principal; Counseling; Child Study Team Referral
3rd offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools

**27. Verbal Assault to Staff Members (Threatening the Well-Being of Staff Members)**

1st offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification
-------------	---

**28. Injuring a Staff Member/Pupil as a Result of a Rules Infraction**

(Administrative interpretation may be exercised)

1st offense	Out-of-School Suspension; Principal's Probation; Parent Conference; Possible Complaint Signed with Municipal Court
2nd offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools

**29. Violent Action Taken Toward a Staff Member**

1st offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Complaint Signed with Municipal Court
-------------	---

**30. Fighting** (Administrative interpretation may be exercised)

**Police notification or complaints signed with Municipal Court may occur**

1st offense	3 days out-of-school suspension; Mandatory Parent Conference
2nd offense	5 days out-of-school suspension; Parent Conference; Principal's Probation; Counseling
3rd offense	10 days out-of-school suspension; Hearing with Building Principal; Parent Conference; Child Study Team Referral
4th offense	Out-of-School Suspension Pending Disciplinary Hearing with Superintendent of Schools or BOE

**31. Instigating, Initiating or Pre-Arranging Fights**

(Administrative interpretation may be exercised)

**This includes videotaping (via, camera, phone, etc.) or posting (via internet) a fight that occurred in school or outside of school**

- 1st offense 1 Day Restricted Study; Parent Notification
- 2nd offense 1 Day Out-Of-School Suspension; Parent Conference; Principal's Probation; Counseling
- 3rd offense Out-of-School Suspension Pending Hearing with Superintendent of Schools

**32. Premeditated Assault/Battery or any Conduct Dangerous to the Physical Well-Being of Others** (Administrative interpretation may be exercised)

- 1st offense 3-5 Days Out-of-School Suspension; Parent Conference; Counseling; Possible Police Notification; Principal's Probation; Child Study Team Referral
- 2nd offense Out-of-School Suspension Pending Disciplinary Hearing with Superintendent of Schools or BOE; Police Notification

**33. Possession of Weapons or "Look Alikes"**

(Administrative interpretation may be exercised)

- 1st offense Out-of-School Suspension Pending Disciplinary Hearing with Superintendent of Schools or BOE; Police Notification
- 2nd offense Expulsion hearing with Superintendent of Schools and BOE

**34. Possession of Cellular Phones or Other Electronic Communications Devices without Proper Authorization as defined in the Cell Phone Policy listed below.**

- 1st offense Confiscate Item; Reprimand;
- 2nd offense Confiscate Item; 1 Day Detention; Parent must pick up item
- 3rd offense Confiscate Item; 1 Day Restricted Study; Parent must pick up item
- 4th offense 1 Day Out-of-School Suspension; Parent Conference

**35. Use of Cellular Phones or Other Electronic Communications Devices without Proper Authorization as defined in the Cell Phone Policy listed below.**

- 1st offense Confiscate Item; 1 Day Detention; Parent must pick up item
- 2nd offense Confiscate Item; 1 Day Restricted Study; Parent must pick up item
- 3rd offense Confiscate Item; 2 Days Restricted Study; Parent must pick up item

**36. Refusal to Turn in Phone/Battery to Administration**

- 1st offense 1 Day Out-of-School Suspension pending parent conference

### **Clearview Cell Phone Policy**

- Students are allowed to bring cell phones into the school zone during school hours.
- All students' cell phones must be turned **OFF** once they have entered the school zone.
- Students may only have their cell phones on inside the school zone for two reasons:
  - (1) They have been authorized by the school to turn their cell phone on for a specific purpose.
  - (2) They have been commanded by the school to turn it on for a special reason (crisis, critical incident, etc.).
- Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy.
- The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities.
- Whether or not or when the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of the violation.
- Remember: cell phones, like any other personal items brought by a student into a school zone, may be subject to a search. The outcome of that search may result in school sanction and/or criminal investigation by the police.

### **37. Unwarranted/Inappropriate use of Cameras/Videos (Audio & visual cell phone included)**

Consequence will rest at the discretion of Administration

## **DEMONSTRATE CARE AND RESPECT FOR SCHOOL PROPERTY AND THE PROPERTY OF ALL OTHERS**

### **1. Defacing School Property and the Property of Others**

1st offense      Administrative discretion will be used based on severity; restitution

### **2. Destroying School Property and the Property of Others (Administrative discretion will be used based on severity)**

1st offense      1-3 Days Out-of-School Suspension; Parent Conference; Counseling; Restitution

2nd offense      Out-of-School Suspension Pending Hearing with Building Principal

### **3. Stealing School Property and the Property of Others (Administrative discretion will be used based on severity)**

1st offense      1-3 Days Out-of-School Suspension; Parent Conference; Counseling; Restitution; Police Notification

2nd offense      Out-of-School Suspension Pending Hearing with Building Principal

**4. Pulling Fire Alarm/Setting Fires**

1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

**5. Causing False Public Alarm**

1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

**6. Misuse of School Computer/Technology Equipment (Administrative discretion will be used based on severity)**

1st offense 2 Days Detention; Parent Conference; Restitution; Possible Loss of Privilege

2nd offense 1 Day Restricted Study; Parent Conference; Restitution; Possible Loss of Privilege

3rd offense 2 Days Restricted Study; Parent Conference with Building Principal; Restitution; Principal's Probation; Possible Loss of Privilege

4th offense Out-of-School Suspension Pending Hearing with Superintendent of Schools; Possible Loss of Privilege

**7. Harassment (Sexual, Racial, Ethnic, Etc.) – Unwanted, uninvited, unwelcome behavior directed at a person causing a person to feel uncomfortable (may include, but not limited to behavior which is written, verbal, electronic, or gestures).**

1st offense 1-3 Days Out-of-School Suspension; Parent Conference with Building Principal; Possible Police Notification; Conference with Affirmative Action Officer

2nd offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

**Racial Slurs/Ethnic Slurs/Gender Related Bias and/or Inflammatory Statements: verbal, written or graphic actions that are intended to insult or demean a person based on race, religion, gender or ethnicity. *Administrative interpretation may be applied.* Possible Police notification.**

1st offense 2-5 Days Out-of-School Suspension

2nd offense 3-10 Days Out-of-School Suspension

3rd offense Out-of-School Suspension Pending Hearing with Superintendent

**Bullying/Intimidation (may include behavior that is physical, verbal, written or electronically sent via e-mail, internet, text message, Facebook, etc.)**

(Administrative interpretation may be exercised)

1<sup>st</sup> offense Detention; Referral to Guidance Counselor; Parent notification

2<sup>nd</sup> offense 1 day Restricted Study; Referral to Guidance Counselor; Parent notification

- |                         |  |
|-------------------------|--|
| 3 <sup>rd</sup> offense | 2 days Restricted Study; Referral to Guidance Counselor; Parent conference                                       |
| 4 <sup>th</sup> offense | 1 Day Out-of-School Suspension; Referral to Guidance Counselor; Mandatory re-entry conference with administrator |

**8. Sexual Assault – A Violent Sexual Attack (Verbal or Physical) that may include threats or attempts to inflict offenses, physical contact or bodily harm on a person**

- |             |   |
|-------------|---|
| 1st offense | 10 Days Out-of-School Suspension; Hearing with Superintendent of Schools; Police Notification; Conference with Affirmative Action Officer |
| 2nd offense | Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification                                       |

**HIB INFORMATION and HIB POLICY** can be found the the Clearview website.  
(HIB = Harassement, Intimidation and Bullying)

**SCHOOL BUS CONDUCT**

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

**CLASS ATTENDANCE & CONDUCT**

1. Students are expected to be on time for class. Repeated lateness to class will result in disciplinary action.
2. Students are to be prepared with the necessary materials for class each and every day.
3. The teacher will establish guidelines for the class, which each student is to follow.
4. Absence from a class without a valid reason is considered cutting. **Students cutting may not make up work missed and are subject to disciplinary action.**
5. Permission must be obtained from the regular classroom teacher before the student

misses a class due to a meeting, college interview, work for another teacher, etc. It is the student's responsibility to obtain permission and all assignments, before the class is missed. Failure to follow procedures will result in disciplinary action.

**DETENTION - AFTER SCHOOL: HELD FROM 2:30 PM TO 3:30 PM FOR THE MIDDLE SCHOOL. TRANSPORTATION HOME IS PROVIDED FOR ALL STUDENTS ASSIGNED TO AFTER SCHOOL DETENTION.**

**DRUGS & ALCOHOL POLICY CAN BE FOUND ON DISTRICT WEBSITE**

### **POSSESSION OF NON-SCHOOL ITEMS**

Items that are not appropriate for use in the school setting are not to be brought to school. Disciplinary and/or legal action will be taken against students bringing inappropriate items to school, and they will be confiscated.

### **STUDENT DRESS CODE (DRESS AND GROOMING)**

The following dress code was developed by the students, parents and faculty. If there are any problems with attire not addressed below, the administration will deal with individuals one on one-to-one basis.

#### ***Unacceptable Attire:***

1. T-Shirts or jewelry with double meaning, crude phrases, reference to violence, alcoholic messages or promoting other substance abuse
2. Clothing with images and/or messages that could potentially disrupt the learning environment
3. Running shorts/short shorts (**Use the fingertip rule** – put your hands at your side: shorts and skirts should come to end of the fingertips, even with leggings or similar legwear).
4. Sunglasses
5. Hats, bandannas and other head coverings (including hair adornments or similar items).
6. Undergarments worn as outer garments/undergarments visible
7. Boxer shorts
8. Torn clothes (**no holes/tears above finger-tip length**).
9. Winter outerwear worn to class (coats, etc.)
10. Spaghetti-strap tops
11. Pajamas, flannel pants, blankets, and/or slippers
12. Chains, pointed rings, dog collars, bullet belts
13. Tube tops (**including tube tops under shirts/sweaters or shirts worn under tube tops**).
14. Low cut tops

15. One-piece rompers.
  16. Shirts/tanks tops that reveal undergarments. Students' midsections should ALWAYS remain covered. NO SKIN should be exposed.
  17. Sagging pants are not permitted. Pants should be secured on waist at all times.
- \*Students are not permitted to have E-Cigarettes, pacifiers, toothpicks, lollipops, popsicle sticks, or straws in their mouths.

Students failing to abide by the dress code will be required to change into school approved appropriate attire or PE uniform. We have "changes" for students in the nurse's office. Students may be directed to change into their PE uniform. Work missed from class will be the student's responsibility. **Students who refuse to change will be subject to disciplinary consequences.**

**STUDENT DELIVERIES – Students are not permitted to receive deliveries during the school day, such as fast food, beverages, balloons, candy, flowers, pizza, etc.**

#### **IV. STUDENT RESPONSIBILITIES & INFORMATION**

##### **ACCIDENTS**

Students involved in an accident or an injury on school grounds or during any school-sponsored athletic event must report it immediately to the person in charge or to the health office. Failure to do so may result in forfeiture of school insurance coverage.

##### **ANNOUNCEMENTS**

Information that is important to all students is announced daily. It is in the student's best interest to be attentive during these announcements. Lack of attention could cause students to miss important information and/or opportunities.

##### **CAFETERIA SERVICES**

The Clearview Regional Middle School District is a participant in the Federal Lunch and Milk Program and abides by its rules and regulations. Thus, students may purchase at a reasonable cost an adequate lunch consisting of; platters, hot and cold sandwiches, milk, and fruit. Students may bring a bag lunch. All students are to abide by the following regulations:

1. All food must be eaten within the cafeteria.
2. All papers and other refuse are to be deposited in the waste containers.
3. All trays and utensils should be returned to the service window area.
4. Students are to remain in the cafeteria until the end of the lunch period, unless excused by a teacher monitor.

##### **CLASS TRIPS**

Special trips have a definite place in the educational program of our school. Students are taken on these trips only with the permission of their parents. When a trip is being planned, permission slips will be sent home to be signed by the parents. No student will go on the trip unless such permission has been filed with the teacher.

## **FIRE DRILLS**

In accordance with State laws, fire drills and security drills are to be conducted periodically, not less than twice a month. When the fire bell sounds all students and personnel are to evacuate the building quickly and quietly. The Administration will notify all when it is safe to re-enter the building.

## **FOOD**

All food and drinks are to be consumed in the cafeteria only.

## **HALL PASSES**

Students are required to have their agenda book at all times, it will serve as their hall pass.

## **HEALTH OFFICE**

The health office is available for students in need of medical attention and for personal health conferences. To be admitted to the health office, students must obtain a health pass from their teacher. The school nurse makes all determinations of student health status. If the nurse determines that a student is too ill to remain in school, contact with the parent/guardian will be made. Students that call their parents from personal cell phones will not be medically excused from school.

**High School Nurse: Phone# 223-2719      Middle School Nurse: Phone# 223-2755**

**School Physician: Dr. Gregory Herman, Phone# 853-2056 or 853-2059**

## **INSURANCE**

Accident insurance is provided for each student free of charge by the Board of Education. The insurance is a secondary coverage providing payment of the balance within the policy limits after the parent's policy, which provides primary coverage. Questions regarding the school policy should be directed to the school nurse. Twenty-four hour insurance is available, the cost to be paid by the parent/guardian – call the Business Office.

## **INTERNET USE**

**The Internet is an electronic communications network, which provides vast, diverse, and unique resources. In providing this service to teachers, staff and students, the Clearview Regional Board of Education seeks to continue to promote educational excellence in the Clearview Regional Schools by facilitating resource sharing, innovation, and communication.**

**Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated, and future access will be denied. Some violations may also constitute a criminal offense, and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges, and any other District disciplinary options. Students will be required to sign an agreement that evidence of "illegal or inappropriate" behavior posted on the Internet could be grounds for disciplinary action.**



## **LOCKERS**

A locker is provided for each student at the beginning of the school year for the purpose of storing school materials. The locker is and remains the property of the Board of Education throughout the school year. Once the locker has been assigned, the student is responsible for its condition and contents. The lock combination for the locker is a valuable item. **Keep the combination to the locker secure and secret. All student lockers are subject to regular inspections/searches at any time, without notice.**

## **LOST AND FOUND**

The lost and found is located in the receiving area. An article that has been found by a student should be brought to the main office. When looking for a lost item, check the lost and found in the office to see if it is there. Proper identification of the article is required to reclaim it. **If a lost article is believed to be stolen, bear in mind that the Clearview Regional School District provides no insurance for protection of possessions.** Students are cautioned not to bring large amounts of money or valuables to school and are urged to keep track of their personal belongings at all times.

## **PHYSICAL EDUCATION**

**Uniforms:** All students are required to wear a uniform consisting of green shorts and a gold top. For your convenience, these items may be purchased at the high school. Uniforms may also be purchased elsewhere.

**Locker Room Lockers:** Students are encouraged to purchase a lock to secure personal items during physical education classes. **Bear in mind that the Clearview Regional School District provides no insurance for protection of possessions.**

## **POSTERS/ADVERTISEMENTS**

To place an announcement on the walls of any hallway, the poster must be approved by an administrator. After its usefulness, the announcement must be removed.

## **RELIGIOUS HOLIDAYS**

The Board of Education recognizes all religious holidays approved by the Commissioner of Education. Those students, who want to exercise their beliefs by observing a religious holiday, must bring a note from home prior to that observance. By stating their intention to observe the holiday in advance, the student's absence is excused.

## **MAKE UP WORK**

**The rule of thumb for the time allowed to make up work missed is equal to the amount of time absent. The responsibility to obtain and complete all make up work lies with the pupil. Pupils choosing to cut classes or otherwise found truant may not make up work missed during these infractions.**

## **STUDENT PASSES**

To leave class for any reason, students must first be given permission by the teacher and be issued a pass. The pass will state the student's name, the time and the destination. It is the student's responsibility to secure this pass. Students without passes or found misusing a pass are subject to disciplinary action.

**STUDENT GRIEVANCE PROCEDURE:** (Board Policy #5145.6)

The Board recognizes that students, as citizens, have the right to request redress of grievances. Definitions:

1. A grievance shall be defined as a claim allegedly caused by a misinterpretation, violation, or inequitable application of policies of this Board of Education.
2. Days shall be designated as only school days. Holidays and weekends are not to be considered applicable.

Procedures:

1. A student must initiate definite action on a grievance within ten days following the event or occurrence, which is the basis for such, or the complaint shall be considered invalid (and therefore waived.)
2. The student should meet privately with the staff member involved, with both attempting to resolve the issue informally and directly.

Note: Timid students may request the Assistant Principal to make such contact. If the grievance has not been resolved to the student's satisfaction, then the student must utilize step three immediately below.

3. If the grievance is not resolved in step two above, the student shall:
  - A. Prepare a written statement of his/her grievance setting forth the:
    1. specific nature of the grievance
    2. facts giving rise to the grievance
    3. relief sought
    4. reason(s) why he/she feels entitled to such relief.
  - B. Submit a copy of the written statement to the Principal, who will then discuss the grievance with all parties involved, including the student's parents, if necessary. Following such, the principal shall render a decision to all parties involved, in writing, within ten days after receiving the grievance. Note: the student may choose a representative of the Student Council to assist him/her in discussion.

If the student is not satisfied with the Principal's decision, he/she may appeal to the Superintendent. The Superintendent will discuss the grievance with all parties, including the student's parents, if necessary. The student may have a Student Council representative assist him/her in the discussion. The Superintendent shall render a decision to all parties involved within ten days of receiving the appeal.

If the student is not satisfied with the Superintendent's decision, he/she may appeal to the Board of education. If the student and/or his/her parents wish to pursue the grievance further, they have recourse to appeal to the Commissioner of Education. Should they wish to appeal the Commissioner's decision, they may pursue the matter with the State Board of Education.

## **STUDENT VALUABLES**

**Students are cautioned not to bring large amounts of money or expensive items to school, this includes all electronics, Students are urged to keep track of their personal items at all times as well as lock them up. Students, not the school, are responsible for personal items.**

## **TELEPHONE CALLS TO TEACHERS**

The best interest of all the students requires that the teacher give his/her undivided attention to the class. Therefore, teachers will not be called out of classes for telephone messages. Parents who want to contact a teacher may do so by dialing **223-0377** and leaving the message on the teacher's voice mail. Appointments to meet with teachers should be made through the guidance office at 223-2750.

## **TELEPHONE CALLS TO STUDENTS**

Personal calls/messages to students are **not** permitted. In the event of an emergency, the call/message will be directed to the Administration for verification.

## **TEXTBOOKS**

The Clearview Regional High School district furnishes students with textbooks for their courses. These books, once issued for the year, are the responsibility of the student. Unreasonable damage to the textbooks will result in a fine commensurate with the replacement cost. Fines are also assessed for any textbooks that are not returned. **Students are to keep all textbooks covered throughout the school year.**

## **USE OF MEDICATIONS**

The Clearview Regional Board of Education, in keeping with the State Department of Education, discourages the administration of medication at school. Every effort should be made to have the child take medication before or after school. Realizing that under certain circumstances it will be necessary for pupils to take medication during the school day, the following regulations shall be followed:

1. All prescription and non-prescription medications (i.e. Tylenol, Advil, etc.) require a physician's written order, and written permission from a parent. The notes will be kept on file in the Nurse's Office. Only students with life threatening illnesses\* and a completed self-medication indemnification form may carry their own medications.
2. If the prescription is to be given on a regular basis (i.e., Ritalin), the doctor's certificate and parent's note shall be re-evaluated and resubmitted to the Nurse each school calendar year.
3. Prescription medications must be in the original container, with a drug store label or physician's label, stating the student's name, name of medication, dosage, frequency of dose, and description of anticipated adverse reactions.
4. Over the counter drugs (non-prescription: aspirin, Tylenol) must include the student's name, name of the medication, dosage, frequency of administration, and duration of therapy. Medication must be in original container.
5. The school Nurse shall maintain a record of the student to whom medication may be

administered, the name of the prescribing physician, dose, and time of medication.

6. Medications can only be administered in life threatening situations. \*

\*Note: Life threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated, may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack, or the use of an adrenaline injection to treat a potential anaphylactic reaction.

## **VISITORS**

Visitors are welcome at Clearview Regional High School. All visitors must report to the main office and sign for a Visitor's Pass to have permission to be in the building.

Except in the case of an emergency, parents/guardians are encouraged to call for an appointment. This helps to reduce disruption in the educational process.

Student guests are not permitted during regular school hours.

## **V. GUIDANCE**

### **COUNSELING SERVICES**

Counselors offer many services for assisting pupils to adjust to the school's organization, plan of studies, and program of activities. Counseling services at Clearview are mainly in the areas of: individual counseling, orientation, providing occupational and educational information, course selection, developing and using student records, testing, and educational research project. A carefully planned system of individual and group guidance activities by counselors and teachers has been established so that each pupil will be able to get the most out of his/her school life and mature intellectually and emotionally, as well as physically, to his/her highest possible level. Counselors help student plan a program of studies which is best suited for their individual interests, abilities, aptitudes, and desires. Students should feel free to turn to their counselors for information and help concerning personal and school adjustments, problems dealing with choice of courses, and vocational planning.

### **GUIDANCE/SCHEDULING INFORMATION**

For guidance or scheduling information contact the guidance office by calling 223-2750.

### **GUIDANCE COUNSELORS** (Letters indicate student last names)

*Middle School* - Mrs. Sherin Blose (Gr-O) – 223-2753

Mrs. Deborah Wilson (A-Go) – 233-2752

Mr. Michael Zappala (P-Z) – 223-2754

*Supervisor of Guidance* - Mr. Dodd Terry – 223-2713

### **SPECIAL EDUCATION**

Information concerning Special Education curriculum offerings are available through the Director of Student Personnel Services at 223-2770.

## **COURSE CHANGES**

Consideration for course changes will be given through the first two weeks of school. An appointment must be scheduled with the guidance office. Course changes (for second semester courses) will also be considered at the beginning of the second semester through the first two weeks. After this date, a course may be dropped with an "F" on the permanent record.

## **VI. CO-CURRICULAR & ATHLETIC CONDUCT CODES**

### **CO-CURRICULAR CONDUCT CODE**

Students participating in co-curricular activities who are found to be:

1. In possession of illegal drugs
2. Using illegal drugs
3. In possession of alcoholic beverages
4. Drinking alcoholic beverages
5. Involved in a theft
6. Demonstrating flagrant misbehavior (examples: vandalism, assault arrest, verbal assault directed at advisors, officials or general public).

First Offense: Will be reported by the activities advisor to the school's administration to be disciplined according to the school's established disciplinary code.

Second Offense: Will be dismissed from the organization/activity for the remainder of the school year. If the incident should occur during the last two weeks of the organization's activities season, the individual will be ineligible to participate in the activity the following year.

Smoking: Students participating in co-curricular activities may not smoke or chew tobacco:

1. On school buses
2. On school property

Students who are found to be in violation of the above stated regulations will be reported, by the activities advisor to the school's administration to be disciplined according to the established disciplinary code. Please note that the Athletic Conduct Code supersedes the co-curricular conduct code for any athlete during his/her season.

### **ATHLETIC CONDUCT CODE**

Participation in athletics at Clearview is a privilege that sets a student/athlete apart from other students. The basis for participation in athletics implies the development of a strong body and good moral character. Consistent with this philosophy, the following code of conduct has been developed for Clearview Regional student athletes:

Use of alcoholic beverages, tobacco, and/or the use of controlled dangerous substances by any participant is prohibited in school or out of school. Violators will be subject to disciplinary action by their sponsor, the Director of Athletics, and the Principal.

Participants are required to attend meetings/practices on a regular basis, as prescribed for their individual/co-curricular/athletic programs.

Students on school suspension are not allowed to participate in school related activities or affairs.

1. Rules

- A. All sponsors/coaches have the autonomy to establish their own rules and to enforce these rules.
- B. Although the philosophy is to allow autonomy, all activities differ, and some consistency involving the rules must exist for the entire co-curricular program. The following rules will be an area of common agreement:
  - 1) No use of alcohol
  - 2) No use of controlled/dangerous substances
  - 3) No stealing
- C. Participants are reminded that they are in the public eye and may be subject to guilt by association. They should avoid parties where drinking or drugs are known to be used. They are expected to be good citizens in the community since they are participating in a privileged activity. They may be removed from their program if they disregard the rules as observed by faculty, administration, coaching staff, verified by police referral or records.
- D. All sponsors/coaches must give their members a list of their activities' specific guidelines for behavior and conduct.

2. Minor Club Discipline:

- A. Minor club discipline will rest with the head sponsor/coach. Examples of this include:
  - 1) Breaking club/activity rules
  - 2) Tardiness to practice/meetings
  - 3) Disrespect/profanity
  - 4) Not attending practice/games/meetings
  - 5) Use of tobacco
- B. *Actions* (may include, but are not limited to, any one of combination of actions below, relative to severity of frequency of violation, as set forth in the sponsor's/coach's club guidelines):
  - 1) Equipment detail
  - 2) Extra condition/drill work
  - 3) Reductions on depth chart
  - 4) Suspension from contest(s)/activities
  - 5) Conference with sponsor/coach
  - 6) Verbal reprimand/warning
  - 7) Dismissal from squad – not for the first offense, however

3. Major Squad Discipline:

- A. Major squad discipline will rest with the Athletic Director, in consultation with the

School Principal and Head Coach. Examples include.

- 1) Use of alcohol
  - 2) Use of controlled/dangerous substance
  - 3) Stealing
  - 4) Any behavior that brings the school or athletic program into an unfavorable light within the community.
- B. *Actions:* A first major infraction may, upon proper verification result in either a level one or level two action, dependent upon the complete review of the nature of the violation and the discipline history of the participant in question.

4. Description of Level One Action:

- A. Loss of eligibility from any interscholastic competition for the next three (3) consecutive varsity interscholastic contests or three (3) weeks, whichever is greatest.
- B. Loss of eligibility will not exceed one-third of the total interscholastic contests scheduled that season.
- C. The participant will be expected to attend practice/meetings, and abide all established rules/regulations throughout this loss of eligibility.
- D. The participant will be referred to the substance abuse counselor in cases that involve alcohol or controlled/dangerous substances for appropriate counseling.

5. Description of Level Two Action:

- A. After confirmation of violation, the participant will lose all remaining eligibility for the remainder of the season and forfeit all awards/honors.
- B. After confirmation of violation involving alcohol or a controlled/dangerous substance, the participant must fully complete an appropriate counseling program in order to reestablish his/her eligibility for the next season.
- C. Eligibility for the following year will only be reestablished when proper verification has been provided.

6. Amendments:

- A. A participant cannot quit to avoid fulfilling the requirement set forth in the Major Discipline Procedures.
- B. Any participant who quits must finish any remaining portion/requirements upon return to the activity for which the violation occurred.
- C. In the event of alcohol or controlled/dangerous substance violations, all counseling requirements must be met before any eligibility can be reestablished, regardless of which activity season the violation took place.
- D. As students, the participants are still subject to the rules and policies that have been established by our school board.