

CONEMAUGH VALLEY ELEMENTARY SCHOOL

STUDENT HANDBOOK 2019-2020

**Conemaugh Valley School District
Johnstown, PA**



www.cvk12.org

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IMPORTANT INFORMATION

**PLEASE CALL THE CONEMAUGH VALLEY ELEMENTARY SCHOOL BY
9:15 A.M. TO REPORT WHEN YOUR CHILD WILL BE ABSENT FROM
SCHOOL:**

814-535-6970
(Press option 1 & leave a message)

CONEMAUGH VALLEY SCHOOL DISTRICT DIRECTORY:

CONEMAUGH VALLEY ADMINISTRATION OFFICE: 814-535-5005 FAX: 814-536-8902
CONEMAUGH VALLEY ELEMENTARY: **814-535-6970 FAX: 814-536-8370**
CONEMAUGH VALLEY HIGH SCHOOL: 814-535-5523 FAX: 814-536-4025

SCHOOL CALENDAR

August 20, 2019	Meet the Teacher Night
August 22, 2019	First Day of Classes
September 2, 2019	Labor Day (No Classes)
October 14, 2019	Columbus Day (No Classes)
November 7, 2019	Parent Evening Meetings (By appointment)
November 8, 2019	Act 80 Day #1 – No Classes – Parent meetings (By appointment)
November 11, 2019	Veteran's Day (No Classes)
November 27, 2019	Early Dismissal
November 28-December 2, 2019	Thanksgiving Break (No Classes)
December 20, 2019	Early Dismissal
December 23, 2019	Teacher In-Service
December 23 – January 1	Winter Break (No Classes)
January 17, 2020	Teacher In-service (No Classes)
January 20, 2020	Martin Luther King Day (Snow Make-up Day)
February 14, 2020	Act 80 #2 (No Classes)
February 17, 2020	Presidents' Day (Snow Make-up Day)
March 6, 2020	Act 80 Day #3 (No Classes)
April 10– 13, 2020	Easter Break (No Classes)
May 8, 2020	Teacher In-Service
May 25, 2020	Memorial Day
May 28, 2020	Last Day for Students

PSSA TESTING WINDOWS FOR 2019-2020

DATE	ASSESSMENT
April 20—24, 2020	3rd —6th English Language Arts
April 27—May 8, 2020	3rd —6th Mathematics
April 27—May 8, 2020	3rd — 6th Science
April 27—May 8, 2020	Make-up Testing

INTRODUCTION

The purpose of the ***Student Handbook*** is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In a case of conflict between board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

Students and parent/guardians should be aware that this document is reviewed annually, because policy adoption and revision is an ongoing process. These changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the school district will communicate those changes to students, staff, and parents/guardians.

CONEMAUGH VALLEY SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Conemaugh Valley School District, in cooperation with the community, is to develop life-long learners, responsible citizens and contributing members of a global society by providing and maintaining a program of diverse educational opportunities in a positive, safe, and caring environment with a commitment to excellence.

CONEMAUGH VALLEY SCHOOL DISTRICT DRUG ADVISORY COUNCIL

MISSION STATEMENT

The mission of the Conemaugh Valley School District, in cooperation with the residents, is to develop a drug free community of responsible citizens and contributing members of a global society by providing and maintaining a program of alcohol, chemical, tobacco abuse and violence prevention in a positive, safe, nurturing and caring environment.

CONEMAUGH VALLEY SCHOOL DISTRICT TECHNOLOGY PROGRAM

MISSION STATEMENT

The mission of the Technology Committee of the Conemaugh Valley School District is to provide our students with a progressive, ethical, and technological program that will empower them to compete on our global society.

CONEMAUGH VALLEY SCHOOL DISTRICT NON-DISCRIMINATION POLICY

The Conemaugh Valley School District is an equal opportunity education institution. The CVSD does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership, possession of a diploma based on passing a general education development (GED) test, or any other legally protected classifications.

Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Students, employees and participants who have an inquiry or complaint of harassment or discrimination, or need information about accommodations for persons with disabilities, should contact the Superintendent, at the Administrative Office, 1340 William Penn Ave. Johnstown, PA 15906 and/or call (814) 535-5005.

**NOTICE TO INDIVIDUALS COMPLAINING OF SEXUAL HARASSMENT,
UNLAWFUL HARASSMENT OR DISCRIMINATION**

The elimination of improper conduct, including sexual harassment, is a high priority for the School District. It is the established policy of the School District to prohibit all forms of improper conduct, including sexual harassment. A copy of the School District's policy is attached and we urge that you read it and become familiar with its provisions. However, we would like to use this notice to highlight certain information.

1. The School District's Title IX Coordinator is the superintendent at the following address and telephone number:
Conemaugh Valley Administrative Office
1340 William Penn Avenue
Johnstown, PA. 15906
Telephone: (814) 535-5005

2. The School District will investigate the allegations of improper conduct that you have brought to its attention. The investigation will be conducted by the building principal. If you have any questions of the School District's investigator, you may contact the investigator at the following address and telephone number:

Grades K thru 6

Rebecca Castiglione
Conemaugh Valley Elementary School
1340 William Penn Avenue
Johnstown, PA. 15906
(814) 535-6970

Grades 7 thru 12

Jeffrey Miller
Conemaugh Valley Jr/Sr High School
1342 William Penn Avenue
Johnstown, PA. 15906
(814) 535-5523

3. During the investigation, you have the rights to: (a) provide the School District with information and documentation concerning the alleged improper conduct; (b) advise the School District of the identity and location of any possible witness; and (c) all other rights set forth in law or in School District policy.

4. The School District is interested in knowing what actions you are seeking in response to the harassment. Although the law does not require that the School District comply with requested action in order to eliminate sexual harassment, a collaborative dialogue may be a useful tool in insuring that sexual harassment is eliminated.

5. The School District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The School District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the School District being able to fulfill its commitment to eliminate sexual harassment.

6. School District employees and students who are alleged to be perpetrators of sexual misconduct or sexual harassment may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of the students or employees, the School District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the School District to remediate any sexual harassment that may have occurred, please feel free to contact the Title IX Coordinator or the investigator identified previously in the notice.

7. If you are dissatisfied with the progress of the investigation, the progress of the making of the decision, or the decision reached, you have the right under the policy to appeal to the Board of School Directors. You may file an appeal by notifying the Board Secretary in writing within ten (10) calendar days after receipt of the Title IX Coordinator's Decision.

8. If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the School District will follow-up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask that you notify the Title IX Coordinator and/9. The School District has a policy of correcting the discriminatory effects on the complainant and others of any improper conduct, including sexual harassment. Please feel free to advise us of the things that you believe that the School District should do to correct the discriminatory effects of the improper conduct.

10. Retaliation by anyone against an individual, who has reported improper conduct, including sexual harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator and /or the investigator immediately.

MEMBERS AND OFFICERS OF THE CONEMAUGH VALLEY SCHOOL BOARD

Mr. Todd Roberts.....President
Mr. Mark VibostokVice-President
Mrs. Donell JacobySecretary
Mr. James Stiffler, Jr.....Treasurer

Mr. David Rykala Mr. Peter Knaze
Mrs. Heather Richards Mr. Francis Truscello, Sr. Mrs. Melissa Ross

Committee Meetings are held at 6:30 PM on the second Thursday of each month.
Regular Board Meetings are held immediately following the Committee Meeting.

ADMINISTRATIVE STAFF

Mr. Shane Hazenstab.....Superintendent
Mrs. Rebecca Castiglione.....Elementary Principal
Mr. Jeffrey MillerJr.- Sr. High School Principal
Mr. Eric Miller.....Business Manager

Faculty		Staff
Ms. H. Bark	Mrs. M. Nagy	Mrs. Krissy Curtis, Secretary
Mrs. J. Barrick	Mrs. A. Oswalt	Ms. Sue Davis, Secretary
Mr. A. Bixel	Mr. B. Parker	
Mrs. H. Bortz	Ms. E. Pavic	Nurse
Mrs. K. Cooke	Mrs. A. Plummer	Mrs. Dana Cruely
Mrs. H. Crowe	Mrs. S. Ream	Miss Quenna Kist
Mrs. S. H-Davis	Mrs. B. Reynolds	
Mrs. L. Farabaugh	Mr. M. Roberts	School Aides
Mrs. L. Forosisky	Mrs. K. Senft	Mrs. T. Bambino
Mrs. E. Hajduk	Mrs. B. Sidor	Mrs. K. Horner
Ms. A. Hott	Mrs. C. Stiffler	Mrs. L. Pavina
Mrs. M. LaRose	Mrs. J. Stiffler	Mrs. C. Price
Mrs. T. Lauer	Mrs. R. Thomas	Mrs. D. Reynolds
Mrs. T. Lentz	Miss K. Torres	Mrs. J. Shander
Mrs. C. McGowan	Mr. A. Tresnick	Mr. O. Simpson
Mrs. L. Meyer	Ms. L. Troy	Miss L. Stiles
Mrs. J. Migyanka	Mrs. C. Tyger	Ms. K. Sumrada
Ms. Miller	Mrs. K. Wise	
Mrs. Miljenovich	Ms. J. Wolfe	
Mrs. L. Morus		

INSTRUCTIONAL PROGRAM

The curriculum of the Kindergarten comprises basic learning in the interrelated areas of language arts, mathematics, health and science, social studies, music, art and physical education. Through professional guidance, youngsters learn to work and play with their peers and to take suggestions and directions from adults outside the family.

The curriculum of the self-contained classroom for grades 1 and 2, involves extended learning in the areas of language arts, mathematics, science, social studies, music, art, physical education and computers. In the self-contained classroom, one teacher assumes the responsibility for the total education of the pupils assigned to the classroom with the exception of library, physical education/health and music, which are taught by other teachers.

The curriculum of the departmentalized classroom for grades 3, 4, 5 & 6 comprises an in-depth learning of all the subjects taught in previous grades. Teachers exchange classes with the other same grade level teachers. One teacher is responsible for the language arts (reading, spelling, English, handwriting and composition) and one teacher is responsible for science, social studies and another for math. Instruction is also received in library, physical education/health, music, art and computer.

LIBRARY

An elementary library in each building, with a certified librarian in charge, is an integral part of our school system. Books and other materials are circulated between the elementary schools by the librarian. Each elementary classroom also contains books for supplementary and leisure time reading. Computer Technology is also available. In addition, you can help your child become a better and more avid reader by encouraging him to use the facilities at the Public Library.

MUSIC

The Conemaugh Valley Elementary Schools have a two-phase music program. Phase one is a vocal music introduction for all elementary children on a once a week minimum. The second phase of the music program involves instrumental music instruction. Children in grades 4 -6 can purchase or rent instruments for their instructional classes.

PHYSICAL EDUCATION

Physical Education is provided and required for all students in grades K -6. Any student who is to be exempted from physical education for an extended period of time must bring a written excuse from their family physician to present to the physical education teacher and school nurse. Other excuses will be on a temporary basis and only granted upon parent request and approval by the physical education teacher, nurse and principal.

ART

The elementary art programs provide students with engaging opportunities to develop and refine their knowledge, analysis and creativity of artistic expression in accordance with the Pennsylvania Standards for the Arts. Instruction builds a solid foundation of the arts while promoting positive social interactions, leadership skills, problem solving strategies, and awareness of historical and contemporary cultures. Students are exposed to a variety of art principles, tools and techniques.

TITLE I

The Title I reading program is a school wide program that focuses on improving the academic experiences of all students.

GIFTED

The elementary gifted program provides identified students enrichment by the regular education teacher, and/or push-in and/or pull-out enrichment from a gifted resource teacher. The program provides curriculum compacting, expanding, enrichment, and/or acceleration of curriculum and instruction evidenced in the differentiation of content, process, product, and learning styles

DEVELOPMENTAL GUIDANCE PROGRAM

The Developmental Guidance Program at Conemaugh Valley Elementary Schools focuses on helping children develop skills which will enable them to be successful in school. Students in K -6 grades will explore topics of self-concept, cooperation, feelings and decision-making in their guidance classes.

ELEMENTARY STUDENT ASSISTANCE PROGRAM (ESAP)

The design of the Elementary Student Assistance Program (ESAP) is to assist school personnel to identify issues including alcohol, drugs and others, which pose a barrier to student's learning and school success. The goal for all students is to remain in school, achieve academic success, and advance to the next grade level or graduate. After a student is referred to the ESAP, information is collected and reviewed by the ESAP team. If the team deems further action is warranted, a parent contact is initiated. Service recommendations, both school and community, are made in consultation with parents.

SPEECH/LANGUAGE THERAPY

Speech/Language correction classes are conducted in our schools by a Camco Speech/Language Clinician especially trained to help children overcome difficulties caused by speech defects and/or language deficits.

HEALTH SERVICES

-Physical Examinations are required for Pre-Kindergarten, Kindergarten and grade 6.

-Dental examinations are required for Pre-Kindergarten, Kindergarten, 3 and 7.

NOTE: Please contact the school for the appropriate form.

-Hearing screenings are performed annually in Kindergarten and grades 1, 2, 3, and any students that may have a known hearing loss or by the request of school personnel or parents.

-All students receive a vision screening each school term.

-All students are weighed and measured each school term.

HOMEBOUND INSTRUCTION

Homebound Instruction may be provided for children who are unable to attend school for a prolonged period of time because of their physical condition. A request for such instruction should be made to the principal. A form, provided by the school, for the doctor's use stating the nature of the illness and the probable duration must be returned to the school to facilitate the service as promptly as possible.

Students placed on homebound education must adhere to the following regulations:

1. The student must remain home during the regular school hours (8:10 am –3:30 pm).
2. The student cannot be employed during their period of homebound instruction.
3. Students on Homebound for more than three months must submit a new physician request.
4. In the case of mental or emotional illness, the recommendation of a psychiatrist or psychologist is required. The request must include the medical condition necessitating Homebound Instruction.

Before homebound instruction is approved, it should be anticipated that a student will be absent a minimum of three (3) to six (6) weeks. The maximum number of hours allowed for instruction per week is 5.

This program of individual instruction given to each student shall be in accordance with the standards established by the Secretary of Education.

The Board reserves the right to withhold individual instruction when:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent or other adult in authority is not at home with the student during the hours of instruction.
3. The condition of the student is such as to preclude his/her benefit from such instruction

GRADING AND MARKING SYSTEM

Our alphabetical grading system used in grades 1, 2, 3, 4, 5 & 6 involves many marks given objectively to each pupil and grades are derived from these marks periodically (every nine-weeks.) Each period's marks make an end in themselves and result in the grade earned at the end of each nine-week period.

Alphabetical marks are interpreted to indicate degree of achievement: outstanding, above average, average, below average, and failing. In order to make the use of alphabetical symbols more meaningful, a numerical range follows:

A	93 – 100	Outstanding
B	85 – 92	Above-average
C	75 – 84	Average
D	65 – 74	Below-average
E	Below 65	Failure

Grades for a marking period are determined as follows: Percentages apply to possible accumulated points for the period or the average can be computed on all test marks recorded for the period. The use of plus or minus in connection with a grade is discouraged. When it is used it cannot be interpreted as part of the grade but only that the pupil is improving or becoming worse in that particular subject. In grades 2, 3, 4, 5, and 6 **all** subjects will be given percentage grades (see above.)

Art, music, handwriting and physical education grades are graded O– Outstanding, S– Satisfactory, or U— Unsatisfactory.

Promotion Policies

Kindergarten – Students must successfully complete the basic materials in Reading at specific grade level. Students who are two or more grade levels behind may not be promoted to the next grade level.

Grades 1, 2, 3, 4, 5 and 6 – **Students** in grades 1, 2, 3, 4, 5 or 6 **who fail two or more of the following subjects** will not be promoted to the next grade: Reading, Language, Math, Social Studies, Science. **Students** in grades 1, 2, 3, 4, 5, or 6 **who fail one of the subjects listed above and two or more of the following subjects** will not be promoted to the next grade: Art, Health, Physical Education, Library, and/or Music.

STUDENT TESTING AND ASSESSMENT PROGRAM

In accordance with the recommendation of the Superintendent of Schools, the Board of Education has approved a school district program designed to provide information concerning proficiency of all children in the district on standardized test of academic achievement and aptitude.

The results of these tests provide a continuing record of each child's academic progress in comparison with National norms. They are also an invaluable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. During the school year the following tests will be administered to your child as part of the program:

NAME OF ASSESSMENT	PURPOSE
In View- Grade 2	Measurement of Cognitive Ability
Pennsylvania System of School Assessment Grades: 3, 4, 5, & 6	Assessment of English/Language Arts and Math
Pennsylvania System of School Assessment Grade: 4	Assessment of Science

Test results are sent to the parents when received by the school district. These and other test results are available for the information of the parents in the school and may be discussed with the principal and/or the guidance counselor.

GENERAL INFORMATION **ELEMENTARY SCHOOL HOURS PK-6th Grade**

Monday—Thursday 8:15 a.m. – 3:12 p.m. Friday 8:15 a.m. – 1:12 p.m.

*Children will **NOT be permitted to enter the school before 8:15 a.m.***

CLASS ATTENDANCE POLICY—The intent of this policy is to impress upon the student population their responsibility with regard to attendance.

The Conemaugh Valley School District regards attendance as an important part of the learning process; therefore, we expect students to attend school regularly, on time and with few interruptions to the school day due to appointments. We also ask that our student families support us in this policy. When any student, regular or special needs, is absent from class he/she is missing an important part of his/her education. Learning, which takes place in the classroom, encompasses a variety of experiences. Evaluation of the learning experience is more than just passing tests and quizzes.

- Good attendance shows responsibility and is carried over into the workplace once students leave school and enter the working world.
- Class participation is an important part of the learning process and can only occur if one is present.
- The classroom teacher will inform the student of the percentage of his/her grade will be dependent upon classroom participation.

MORNING DROP-OFF

- **Drop-off from private vehicle begins AT 8:15 A.M. at the front doors facing William Penn Avenue.**
- **All students should exit the vehicle on the RIGHT side ONLY.**
- **Please do not park directly in front of the building. If you need to assist your child from exiting the vehicle, please park in the lot and walk the student to the front door.**

TARDINESS/LATENESS

- **When students arrives to school after 8:30 a.m. the student will be considered tardy.**
- Upon arrival, a responsible adult must sign the student in and complete a tardy slip for the student's teacher.
- Tardiness is considered excused only when it is caused by student activity under the direction of a faculty member.
- The **THIRD** time a student is tardy in a 9-week period, to school or class, he/she will be assigned up to three days detention.
- All busses drop off students at CVES by 8:20 a.m. Having your student ride the bus daily is the best way to ensure consistent on-time arrival.
- Repeated late arrivals and/or arriving at the last minute disrupts the learning environment of your student and the other students in the class. Students in grades 3-6 change classes and use the time in the morning to visit their lockers and prepare for the day. Classes change promptly at 8:39 and instruction begins immediately.

REPORTING CHILD'S ABSENCE FROM SCHOOL

The Conemaugh Valley School District has a system of checking on absent students in order to better know that students who leave home arrive safely at school. Parents/Guardians are asked to call 814-535-6970 between 7:45 A.M. and 9:00 A.M. on any day your child will be absent from school.

- ***The school may call the home of any student who is absent and for whom we have not received a call.*** Documentation of the results (busy number, non answering number and/or message) will be made.
- ***A written excuse is required upon your child's return to school.*** For more information please refer to "Policy on Attendance."
- Our automated One-call system will notify you by telephone around 9:30 a.m. when your child has been marked absent from school. When you receive notification that your child is absent and you have already called the school or your child was late/tardy, please disregard the message.

APPOINTMENTS

The law does not excuse absence from school for such reasons as music lessons, shopping, etc. . Phone calls may be made to verify appointments by office personnel. If a student is caught falsifying an appointment, it is considered truancy. **See Policy on Attendance for more details.**

- Please make every effort to make medical/dental/counseling appointments after school hours Monday through Friday or on scheduled days off, or during the summer.
- When an appointment is needed during school hours, a note or an appointment card must be presented to the school prior to the time of the appointment. Phone calls may be made to verify appointments by office personnel.
- When a student is leaving for an appointment, he/she will be given a pink slip to have filled out by the doctor and then returned to the office upon arrival back to school.

PICKING UP A STUDENT PRIOR TO REGULARLY SCHEDULED DISMISSAL

In the event you must take your student from school for an authorized appointment:

- The **student must bring a note** from home with the **student's first and last name**, the **time** the student will need to be excused from class, the **date**, and **reason** for appointment and **parent's signature**.
- If someone other than parent/guardian is checking your child out of school, please include their name on the note. Students will be released only to parents or a responsible person designated by the parent.
- This note must be shown to the teacher upon arrival and then brought to the office.
- All students leaving the school grounds must have a parent or responsible person sign the register in the office.
- Positively no one is to leave the grounds without permission from the principal's office.
- **Please see Policy on Attendance for more details regarding students leaving school prior to dismissal.**

END OF DAY PICK-UP (Private vehicle)

- Students who are being picked up at the end of the day will report to the Pick-up Monitor at the front doors at 3:12 p.m.
- Parents are required to park at the front of the building and enter the front door and sign your child out.
***Reminder: It is imperative that your child bring a note to school with them in the morning and give to their teacher.

MAKING CHANGES TO YOUR CHILD(REN)'S END OF DAY ROUTINE

Our staff and teachers work diligently to get your child(ren) to their destination safely. Please do not make changes to the end of the day routine after 1:45 M-TH and after 11:45 a.m. on Fridays. However, Should an EMERGENCY situation arise and you need to make a last minute change, please notify the office immediately. Please note that **repeated** EMERGENCY CHANGES will be addressed by administration.

- Please provide written documentation for **each child** on the morning of any transportation changes.
- If your child is going home with another student, the teacher must have notes from the parents of both children. *The note must include the bus number and bus stop location, as well as the full name of the student with whom your child will be riding.*
- Also, if your child is in the Before and After School Program and there is a change in attendance, please notify the both the program teachers and the school.

Student Vacation Absentee Policy

- Parents must submit a written request stating the reason, educational value, and duration of the trip.
- Absences for vacation will be limited to a total of five days.
- If approved, the student's teacher will complete an Excusal from School Form. Any make-up work must be completed within the number of school days equal to the number of days missed.
- See Policy on Attendance page 16 for detailed policy and required procedures.
- ***Vacation requests will not be granted during state and district assessments. PSSA dates are listed at front of book on page titled Important Information.***

PROCEDURE AFTER ABSENCE

- A written excuse signed by a parent/guardian must be brought from home the day an absentee returns to school. **This rule will be strictly enforced.**
- Failure to provide such written explanation or failure for the child to present the excuse will result in the absence being declared unexcused and/or unlawful. **See Policy on Attendance for more details.**

AUTHORITY OF TEACHERS OVER PUPILS

Every teacher in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parent guardian or persons in parental relation to such pupils may exercise over them. Section 1317, School Laws of Pennsylvania.

This law is quite clear so there would be no cause for misunderstanding by teachers, pupils or parents. It imposes upon the teacher, not only the right, but also the duty to require obedience to the respect for authority. When you support the teacher, you help your child to avoid the strain conforming to two sets of rules.

STUDENT RIGHTS AND RESPONSIBILITIES

Students of the Conemaugh Valley School District are afforded all rights and responsibilities as stated in the Conemaugh Valley School District Guidelines on Students Rights and Responsibilities. See Students Rights and Responsibilities for more details.

Each student must bear full responsibility for his/her individual action and that action must in no way deprive any other person of his individual rights. Although not listed as a subject, one of the most important lessons education should teach is discipline, more specifically, self discipline. Students should develop self-control, character, orderliness, and efficiency.

INDIVIDUAL BUILDING POLICIES

- The administration and faculty of each building may formulate policies concerning unique or particular situations, which occur in the building because of age group served.

VISITORS

- Unauthorized visitors are not permitted in the building at any time.
- To avoid interruptions of the instructional programs here at CVES, you should confer with your child's teacher regarding a classroom visit. The teacher is required to submit the request to administration describing the reason for the visit including how it relates to the curriculum and/or programming here at CVES.
- Administration reserves the right to approve/deny requests as they deem appropriate.
- All visitors must sign in and obtain an authorization pass from the administration. Visitors are to proceed directly to the area for which you have been authorized. Do not proceed to any other area in the school. Should this happen, you will be approached by security and/or administration and asked to leave immediately.
- At NO time are visitors permitted to deliver forgotten items, birthday treats, etc. to a student's classroom. You may drop items off in the office and our staff will see that it is delivered at an appropriate time as to not interrupt instruction in the classroom.

DRESS CODE

Please note that the basic responsibility for the appearance of students rests with the parents. Our students are expected to attend school in clothing that is appropriate in regard to both hygiene and safety. While parents have the right to determine their child's dress, the guidelines are to be followed and administration will have the final decision. If school attire is considered inappropriate, the student will be given the opportunity to call home for a change of clothing. Parents are also asked to abide by these procedures while in the school setting.

Students of the Conemaugh Valley School District will adhere to the following dress code:

- ⇒ All shorts and skirts must be loose fitting and the length should be no shorter than the length of the middle finger with arms extended at your side and in a relaxed position. The administration will have the final decision.
- ⇒ Absolutely no spandex or look-a-likes are permitted.
- ⇒ No boxer shorts permitted.
- ⇒ No holes or patches on shorts.
- ⇒ No sweat shorts or pants.
- ⇒ No pajama type clothing.
- ⇒ Shoes – Proper shoe apparel will be worn. Remember all foot apparel must be safe for both indoor and outdoor activities.
- ⇒ Muscle shirts, tank tops with spaghetti straps, halters, backless outfits, jogging uniforms, half shirts, and tube tops will not be worn as outer garments by girls or boys. Midriff is not to be exposed.
Suggestive slogans and symbol decoration on clothing are not permitted (for example: drugs, alcohol and sex).
- ⇒ Shirts will be buttoned so as not to overexpose and must extend below the navel.
- ⇒ Any style of dress that creates a safety or health hazard to self or others is not permitted.
- ⇒ Hats and other head coverings are not permitted. (Except on designated Theme Days)
- ⇒ No body or facial piercing will be permitted to be worn during the school day, with the exception of the ear.
- ⇒ Any jewelry that interferes with the educational process, safety or rights of others, such as heavy chains, spiked collars, rings with sharp points or edges, chain belts, wallet chains and other jewelry or ornament that could be used as a weapon or cause damage to school property.
- ⇒ No coats will be permitted to be worn in class without teacher's permission.

Violation of these rules will result in the following:

- First Offense:** A warning will be received and a change of clothes must be brought to the school.
Second Offense: One day suspension plus a change of clothes.
Third Offense: Three days of suspension plus a change of clothes.

PLEDGE OF ALLEGIANCE

Act 157 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States Flag be present in each classroom. The act allows a student to decline reciting the pledge; however, the school district is required to notify the parent in writing of their refusal to recite the pledge.

TEXTBOOKS/WORKBOOKS AND EQUIPMENT

Teachers will determine the cost of damaged equipment and lost books. The student may make payments to the office. The cost of books will be determined as follows:

- 1st year of use: full list price
- 2nd year of use: list price less 10%
- 3rd year of use: list price less 20 %
- 4th year of use: list price less 30%

A minimum of 50% of the list price will be charged for all books except those having a list price of less than \$2.00, which will be billed at the full list price.

STUDENT AGENDA:

The district provides each Pre K – 6th grade student with one planner per school year. If a student's planner is lost or damaged, he/ she will be responsible for the cost of a replacement.

FIRE DRILLS

Fire drills are one of the necessary precautions required by state law. Drills are held periodically throughout the year. Each class is led out through an assigned exit in an orderly manner. Every person must leave the building. Students are to remain with their teacher and class during the entire drill.

CONEMAUGH VALLEY ELEMENTARY SCHOOL CONDUCT POLICY

Any behavior that impedes the orderly operation of the classroom, lunchroom, recess/school and/or the learning climate may result in a discipline referral.

Some referrals may be handled by the teacher and/or adult in charge of supervision. Other offenses may be referred to Administration for intervention and action.

Student may receive a discipline referral for offenses including but not limited to:

1. Violating classroom or school rules
2. Rude or disrespectful language or behavior (i.e. name calling, rude comments, mocking, etc.)
3. Tripping shoving, kicking, hitting, pushing, horseplay, or any type of physical behaviors
4. Negative peer interactions (i.e. instigating others)
5. Non-Compliance
6. Disrupting class
7. Disobeying school safety rules
8. Inappropriate behavior at lunch/assemblies
9. Forging notes/parents signature
10. Cheating
11. Lying
12. Appearing outside of assigned area
13. Pilfering, misusing school property
14. The throwing of objects and/or physical contact with the intent to cause injury or harm
15. Throwing food in the cafeteria
16. Showing continued disrespect
17. Possession of inappropriate material
18. Abusive or obscene language or gestures
19. Unauthorized use or unauthorized possession of electronic equipment
20. Bullying– see Bullying policy
21. Flagrant disregard for school rules and regulations
22. Physical acts against school personnel peers with intent to harm or injure
23. Leaving school with out the authorization of the administration or teachers
24. Harassment in any form
25. Threatening to harm others
26. Possession of incendiary devices (lighters, matches, etc.)
27. Failure to complete suspension/detention assignments
28. Sexual comments, gestures or acts, possession of pornographic materials
29. Any violation of the PA Criminal Code. Including but not limited to these illegal acts:
 - ◆ Assault/battery
 - ◆ Stealing
 - ◆ Acts of major vandalism
 - ◆ Activating the fire alarm
 - ◆ Using or possessing controlled substances or materials on school property
(tobacco, alcohol, drugs)
 - ◆ Possessing weapons, live ammunition, look-a-likes, or any object used as a weapon
 - ◆ Making a bomb threat
 - ◆ Extortion
 - ◆ Gambling
 - ◆ Arson

May result in:

1. Verbal reprimand
2. Lunch/After –school Detention
3. Loss of classroom/special activities
4. Parent contact
5. Parent conference
6. Denial of field trip privilege
7. Special school placement and/or modifications in educational program
8. Expulsion hearing

The Conemaugh Valley School District **GUIDELINES FOR DISPENSATION OF MEDICINES**

The Pennsylvania Health Department requires that each school district have a policy for administering medication to school students. THEY RECOMMEND THAT A PARENT ADMINISTER ALL CHILDREN'S MEDICATIONS AT HOME.

If under exceptional circumstances, a child is required to take medication during school hours, the school district will cooperate with parents and their physicians in giving prescribed medication.

It is recognized that at the present time, many students are able to attend regular school because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. ***HOWEVER, ANY STUDENT WHO IS REQUIRED TO TAKE MEDICATION DURING THE REGULAR SCHOOL DAY MUST COMPLY WITH THE FOLLOWING SCHOOL REGULATIONS:***

- ***Any medication to be administered during the school day should be taken to the nurse's office (or main office) by a responsible adult. Students are not permitted to carry pills or medication (prescription or non-prescription) to or from school.***
- ***A form granting permission to administer medication must be completed and accompany the medication. This form can be obtained from the nurse's office.***
- ***These regulations are for the safety and protection of all students in the school district. Your cooperation with these regulations will be appreciated.***

Prescription medication will be administered by the school nurse or other authorized personnel under the following conditions:

1. ***Upon written request from the physician*** to the school officials that medication be administered to the student. Included in the request must be the ***name of the student, name of the medication, dosage, dosage time and frequency of administration and possible side effects.***
 2. ***Parental or guardian written request that medication be administered as prescribed in physician's statement. (You may obtain form from the nurse's office).***
- ***All medications must be in original containers, which are properly labeled by the physician or pharmacy. (Please ask the pharmacist to make up a special bottle with the prescription label attached "school label" when you have the prescription filled.)***
 - ***Only the required dosage for one week is to be brought to school (by an adult).***
 - ***Medication that is to be given three times a day may be given at home before school, immediately after school and at bedtime.***

The administration of ***non-prescription medication*** is discouraged and can usually be avoided by adjusting the time schedule around school hours. If it is ***absolutely necessary*** for a child to receive non-prescription medication during school hours, it will be administered by the school nurse or other authorized personnel under the following conditions:

- ♦ ***Upon written request or authorization from a parent/guardian.***
- ♦ ***Included with the request must be the name of the student, name of the medication, dosage, dosage time and frequency of administration.***
- ♦ ***All medication must be in the original container that is properly labeled with child's complete name, dosage, and time to be administered.***
- ♦

MEDICATION POLICY

- ♦ All medication will be kept locked in a medication cupboard or secured in the office.
- ♦ In the absence of the school nurse, the principal's designee will administer the medication.
- ♦ All prescription medication administered will be documented in a Drug Log.
- ♦ All doctor's orders, parent's medication requests, and Drug Logs become a part of the student's health record.
- ♦ Emergency care, first aid, medication and treatments provided by the nurse or principal's designee will be documented in a daily log.
- ♦ Parents must inform the school nurse of any change in a child's health or change in medication (new orders from the physician will be required) varying from the original written instructions.
- ♦ The parents must agree, in the form of written instruction, to release the District and its employees from any liability as a result of the administration of medications.

The District retains the discretion to reject requests for administration of medication, if guidelines are not followed correctly

WEATHER ALERT

- The Conemaugh Valley School District participates in a Weather Alert Exercise. The Pennsylvania Emergency Management Agency directs the activity through the Cambria County office of Emergency Management. This exercise takes place during Weather Preparedness Week in April.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

- **Please notify the office immediately** should your address, telephone number or e-mail address change during the school year. **You are required to provide the office with proof of residency any time there is a change of address.**

****NOTE:** Providing false information pertaining to residency in the school district may result in being billed for tuition and/or legal action.

TRANSFERRING/WITHDRAWALS

- It may become necessary for some of you to leave our school during the year. As soon as possible, notify the office of your intent to withdrawal so that we may help make your transfer speedy and efficient.
- A parent/guardian is required to sign a form. All library books, textbooks and materials must be returned to your teacher.
- All debts must be paid (for example: library fines, lunch accounts).

LOST AND FOUND

- There is a box located at the end of the hallway by the double doors at the back entrance of the school. Students who lose articles should report it to their teacher and then request to check the lost and found box. All found articles not claimed will be removed from the building at the end of the school year.

PARTY TREATS and INVITATIONS

- Please contact your child's teacher before sending and/or bringing treats to school.
- Parents/Grandparents/Guardians are **not** permitted to deliver snacks/treats to classrooms. You may drop them off in the office and our staff will see the snacks/treats will be delivered at an appropriate time for the class.
- **Treats and Snacks:** When you are providing healthy treats and/or prizes for your child's class please remember that **all food must be commercially prepared and wrapped.**
- It is recommended that gift prizes do not include balloons, whistles, or weapon facsimiles such as squirt guns.
- **Party Invitations:** Anyone planning to distribute invitations at school to private parties must provide an invitation for all students in the classroom. No one is to be excluded! Also, do not contact the office for names and addresses of students; this information will not be released.

REGISTRATION

Children who will be 5 years of age on or before September 1 may register for Kindergarten. Registration is held in the spring. The exact date is announced in the newspaper. Parents are to bring the child's birth certificate, immunization records, and proof of residency to the registration sessions. Children who attend kindergarten need not register for first grade.

Children who will be 4 years of age on or before September 1 may register for Pre-Kindergarten. Registration is held in the spring. The exact date is announced in the newspaper. Parents are to bring the child's birth certificate, immunization records, and proof of residency to the registration sessions. Children enrolled in the district's Pre-Kindergarten program need not register for Kindergarten.

****NOTE:** Providing false information pertaining to residency in the school district may result in being billed for tuition and/or legal action.

SCHOOL FACILITIES

School facilities, including equipment, can be used by students only after receiving permission from the principal and only under the supervision of an authorized person. Please obtain a Use of Facilities form from the office. This form must be completed and approved by the principal and superintendent before you may use the building.

CAFETERIA PROGRAM

The school operates both breakfast and lunch programs in the cafeteria. Breakfast is open to all Monday – Friday beginning at 8:15 a.m. A 30-minute lunch period is open to all students Monday – Thursday. **A bagged lunch will be provided on Fridays.** Students who bring a lunch from home will eat their lunch in the cafeteria.

ACCOUNT DEPOSITS

The cafeteria accepts deposits into your account at any time. Please note that deposits made after 11:00 a.m. will not be credited until the next day. All money brought to school must be in a sealed envelope with the child's first and last name (no nicknames), the amount to be deposited, and the words lunch account written on the front of the envelope. If there is more than one child in a family you may place the cash or write one check, made payable to Conemaugh Valley Cafeteria, in one envelope. Be sure to indicate the amount you want credited to each individual account. All envelopes are to be deposited in the locked box located in the cafeteria.

GENERAL CAFETERIA INFORMATION

Ala-carte – is the purchasing of menu items separately. If your child chooses to purchase additional menu items or portions of the daily menu and not a full meal, he/she will be charged "ala-carte". Please be advised that students receiving free meals must take an entire meal or he/she will be charged "ala-carte" prices. Ala-carte purchases do not qualify under the free lunch program. Parents that do not want their children receiving Ala-carte (this includes water, milk and juice) must contact the cafeteria; otherwise you are responsible for the additional cost(s) incurred.

Elementary students will receive a payment reminder weekly, if money is owed. Check with your child to see if he/she has received a payment reminder. Printouts of individual accounts will be available upon request.

All accounts must be paid in full at the end of each school term or when transferring to another school district, otherwise the report cards will be held.

You can view your child's account on-line through the CVSD website: <http://www.cvk12.org>

STUDENT RULES FOR CAFETERIA

Students must know what is expected of them if they are to demonstrate appropriate cafeteria behavior. Classroom teachers should review the following student rules prior to the first scheduled lunch time.

SEATING:

Students will sit with their respective homerooms and will:
Always listen to those in charge of the cafeteria
Stay in your seat at all times with feet on the floor
Keep your hands to yourself
Sit facing your table

TABLE BEHAVIOR:

No sharing food
Do not mix, throw or play with your food
Use straws only in drink cartons
Place all paper and uneaten food at the tray drop off area
Raise your hand if you need help. Teachers or cafeteria personnel will help you
Food purchased in the cafeteria is not to leave the area
Always use good eating habits
Talking in a normal tone is expected. Shouting will not be tolerated.

ENTERING AND LEAVING:

Walk at all times
Stay in your seat and remain quiet while waiting to get in line
Keep your hands and feet to yourself
Wait quietly at the table until your teacher arrives and you are dismissed
Obey and respect all people in charge of the cafeteria
Walk quietly to your classroom after you have been excused from the cafeteria

In addition to the above rules, classroom teachers and students should be aware of the following lunch procedures:
Older students should model good cafeteria behavior for younger students

Students should use the restrooms before they are brought to the cafeteria, and will only be excused during lunch for emergency

EMERGENCY CLOSING OF SCHOOLS

In the event of inclement weather or other unforeseen emergency, we may find it necessary to dismiss students early. **Please make arrangements in advance for your child should this happen.** Alternate plans for your child's safe arrival at home (or at a neighbor/relative's home) should be reviewed periodically with your child so that he/she feels confident about what to do in this situation. Please return the emergency authorization card to the school so we may refer to it, if necessary. Early dismissal of students will be announced over local radio and television stations. The stations will be informed as soon as possible as to whether school will be delayed or closed.

UNANNOUNCED EARLY DISMISSALS

For the safety of students, please be advised that on days when road conditions warrant it, students may be dismissed approximately 10 minutes earlier than usual. These ten-minute early dismissals will not be announced, therefore, plan to meet your child at the bus a few minutes earlier than usual when road conditions are bad.

WINTER STORM SCHEDULE ELEMENTARY SCHOOL SCHEDULE

Bus #1 Will **not** go down Beech Hill; **pick-up** at Locust Grove Church.

Bus #3 Will **not** go to top of Newtown, **pick-up** to Upper Newtown Road in Newtown only

*****Bus #3 students from Upper Newtown will take Bus #1 at Conemaugh Township Annex Building (Pegasus)**

Bus #13 Will **not** go to top of Rose Hill; **afternoon drop-off** at Mineral Point Post Office only.
Will **not** go up West Point Road.

Bus #16 Will make Dairy Queen loop (Ralph Lane and Echo Road).
Will **not** go down Echo Hill; **pick-up** at Merlo Parking Lot.
Will **not** go up Water tank (Pudliner) Road.

HIGH SCHOOL SCHEDULE

Bus #4 Will **not** go down Beech Hill; **pick-up** at Locust Grove Church.
Will **not** go to top of Newtown; **pick-up** at Conemaugh Twp. Annex Building (Pegasus) and will go **only** to Upper Newtown Road (Newtown).

Bus #5 Will **not** go down Hinckston Run Road; will **not** go up Water tank (Pudliner) Road.

Bus #6 Will **not** go to top of Rose Hill; **pick-up** at Mineral Point Post Office only.

Bus #11 Will make Dairy Queen loop (Ralph Lane and Echo Road).
Will **not** go down Echo Hill; **pick-up** at Merlo Parking Lot.

The above changes only go into effect when "WINTER STORM SCHEDULE" is announced on TV or radio. If "WINTER STORM SCHEDULE" is announced, the above changes include morning and afternoon bus runs for that day.

BUS TRANSPORTATION AND REGULATIONS

The safety and care of children riding the bus is a major concern that demands a high degree of responsible behavior from each child along with parental cooperation. Buses are provided for your child's transportation and riding the bus is a privilege. It is important that:

Students are **at their bus stop at least 5 minutes before departure time. While at the bus stop**, students are to behave in an acceptable, safe manner. Name-calling, fighting, throwing snowballs, etc., are not permissible.

Students ride **only** the bus to which they are assigned.

Remain on the sidewalk or driveway. Do not go into the street or on private property.

Wait for the bus to come to a complete stop before attempting to board. Students getting on or off the bus who live on the opposite side of the street are to cross in front of the bus.

Students board and exit the bus at their assigned bus stop.

Your child is dressed properly to wait for the bus. Please listen to the weather forecast.

Arrangements are made with other adults to monitor students while they are waiting for the bus.

BUS RULES:

The bus driver will assign seats and move students in order to assure safety and better conduct on the school bus.

The students are to go directly to their seat, sit facing the front of the bus and remain seated while the bus is in motion.

Students are to refrain from carrying loud conversations, using profanity, yelling, whistling or making any other unnecessary noises.

Fighting, pushing, tripping will not be tolerated.

Students must not damage the bus in any manner.

There will be no eating or drinking on the bus.

Students must keep the bus clean and free from litter at all times.

Windows on the school bus are not to be opened unless authorized by the driver.

Students are not permitted to place any part of the body out of the window.

Smoking, chewing tobacco, and snuff are prohibited.

Students may not get off school buses at any stop other than their own, unless they have a signed note from their parents/guardian.

To help ensure the safety of all students, video cameras may record students while on the bus.

All students are to participate in a bus evacuation drill twice a year.

Bus Infractions May Result In:

Driver Interventions:

1. Bus driver will give verbal warning/reprimand
2. Bus driver will change student's seat
3. Bus driver will move student to front seat

Administration Interventions: (Possible consequences in no particular order)

1. Conference with student/parent
2. Lunch detention
3. After-school detention
4. Cleaning bus
5. Denial of bus privileges
6. Other age appropriate consequences deemed by principal

- **Please communicate with your child's bus driver if you have a concern/question.**
- **Each bus discipline situation is unique and Administration must consider the current problem as well as past experiences/behaviors.**
- **Bus riding is a privilege which may be taken away for disobeying any of the above regulations.**
- **Students who do not obey the rules and regulations may be denied the privilege of transportation to and from school. *If this occurs, it will then become the responsibility of the parent/guardian to arrange for the student to get to and from school. Students who are suspended from bus transportation are required to be in school.***

POLICY ON ATTENDANCE

The laws of the State of Pennsylvania require that every parent, guardian, or adult having charge of any child must send that child to a public, private, or parochial school for the full term (usually 180 days) that school is in session unless excused by a proper legal certificate.

Compulsory Attendance Law of Pennsylvania is as follows:

Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction therefore, be sentenced to pay a fine. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provisions of this act; the district superintendent, supervising principal, attendance officer, or Secretary of the Board of School Directors, shall give the offending persons three (3) days written notice of such violation. If, after such notice has been given, the provisions of this act regarding compulsory attendance are again violated by the persons notified at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provisions of this section without further notice. **Under Act 1333 (a)** (1), a parent who is convicted of a summary offence for failing to comply with the provisions of the Public School Code regarding compulsory school attendance could be ordered to pay a fine not exceeding \$300, and court costs.

Absentee Policy

The Board of Education requires that school-aged pupils who are enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

Attendance shall be required of all students during the days and hours that school is in session, except that a principal may excuse a student for temporary absence when they receive satisfactory evidence of such mental, physical, or other urgent condition which may reasonably cause the student's absence.

Pennsylvania School Code of 1949

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness/Quarantine/Recovery from an accident
 2. Impassable Roads
 3. Recovery from accident
 4. Required court attendance
 5. Death in family
- All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on that day.
 - Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work/study or career education program, or at home when the student is receiving approved homebound instruction.

The Board shall excuse the following students from the requirements of attendance at the school of this district:

- On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons so urgent as to preclude regular attendance.
- Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college and also enrolled in the schools shall be counted as being in attendance in this district.
- Students sixteen (16) or seventeen (17) years of age, whose enrollments in a private trade or business school have been approved.
- Children fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade and who are engaged in farm work or private domestic service under duly issued permits.
- Children sixteen (16) years of age, regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at the school:

- Students receiving private instruction from a properly qualified tutor.
- Homebound children.
- Students enrolled in a special school conducted by the Intermediate Unit 8 or by the Department of Education.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

ARRIVAL AND DEPARTURE TIME POLICIES AFFECTING ABSENCES

Monday – Thursday

- Pupils *arriving after 9:25 A.M.* will be recorded as having *one-half (1/2) day's absence*.
- The only exception will be *a student who arrives by 10:25 AM* with a written doctor's excuse stating that the student had an early morning appointment.
- Students leaving the school prior to 10:25 A.M. and not returning will be considered absent for the entire day.
- Those students leaving the school after 10:25 A.M. and not returning will be credited with one-half (1/2) day's absence.
- Those leaving after 1:05 P.M. for an appointment must bring a written doctor's excuse upon their return the following school day for this time not to be considered an absence (1/2 day.)

Friday

- Pupils *arriving after 9:25 A.M.* will be recorded as having *one-half (1/2) day's absence*.
- The only exception will be *a student who arrives by 10:15 A.M.* with a written doctor's excuse.
- Students *leaving the school prior to 10:25 A.M. and not returning* will be considered absent for the entire day.
- Those students leaving the school after 10:25 A.M. and not returning will be credited with one-half (1/2) day's absence.
- Those *leaving after 11:30 A.M.* for an appointment must bring a written doctor's excuse, upon their return the following school day, for this time not to be considered an absence (1/2 day.)

Requirements for A Written Parental Explanation For A Student's Legal Absence

- Parents are required to submit a written explanation for the legal absence of their child within **three (3) days** from the date of the child's return to school.
- *Failure to provide such written explanation or failure of the child to present the excuse to the principal will result in the absence being declared **unexcused and/or unlawful**, as provided in Section 1329 of the School Laws.*
- The mere fact that a parent provides a written explanation does not qualify the absence as excused.
- The absence must be for a legal reason as determined by the principal, according to law.
- After accumulating **three (3) unexcused and/or unlawful**, the school has the right by law to file truancy charges with either the District Magistrate or Cambria County Juvenile Probation and/or file a report with Cambria County Children and Youth for educational neglect.
- Students may receive zero (0) credit for assignments/quizzes/tests on days determined to be **unexcused/unlawful**.

The Superintendent shall:

1. Ensure a school session which is in conformity with requirements of the rules of the State Board.
2. Govern the keeping of attendance records in accordance with rules of the State Board.
3. Impose on truant students such incremental disciplinary measures as appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the student's record beyond that which naturally follows absence from school activities.
4. Identify the habitual truant, investigate the cause(s) of behavior, and consider modification of the educational program.
5. Ensure that students who are excused or absent for any lawful reason have an opportunity to make up work they missed.
6. Ensure that a written notice to a parent or guardian is issued who fails to comply with the compulsory attendance statute within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, that the absence was unexcused and in violation of law, that the parent must be so notified and informed of liability under law, and that further violation during the school term will be prosecuted without notice.

Upon written request of the parent(s), the Board shall release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child absence from school for more than thirty-six (36) hours per school year and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.

The Board will recognize other justifiable absences for part of the school day. These will include medical or dental appointments, court appearance or family emergency.

Pennsylvania School Code of 1949

Student absences are generally governed under the definition and authority of Section 1329 of the Pennsylvania School Code of 1949. This section permits student absences to be considered excused in cases of illness, quarantines, recovery from an accident, required court attendance, death in the family, or any "other urgent reason" justifying a temporary absence. Absences covered under Section 1329 must be directly related to the child's inability to attend school due to reasons cited above and not merely for the convenience of the family.

Definition of absences

1. **A maximum of fifteen (15) days of absence for elementary students during a school year verified by a parent note.** *All absences beyond the fifteenth day of absence will require a physician's note.*
2. A maximum of ten (10) days of absence for middle school and high school students during a school year verified by a parent note. *All absences beyond the tenth day of absence will require a physician's note.*

Absences will generally be recognized as cumulative or non-cumulative.

- **Cumulative absences** refer to days that contribute to the allotted number of days a student may be absent, 15 for elementary school and 10 for middle and high school.
- **Non-cumulative absences** are absences that do not contribute to the specified 10 or 15 days.

Cumulative Excused Absences include:

1. Written notification shall be sent to the parents/guardians and a conference may be held with them, the student and the principal or counselor.
2. Pre-approved family vacation while school is in session per School Board policy – five (5) days within two occasions.
3. Pre-approved at least one week in advance, college visits up to three (3) days. The student must complete all required forms. The Principal and Guidance Counselor reserve the right to determine if a college visit is necessary on a school day.
4. Any absence in which a written, legally acceptable excuse is submitted within three (3) school days of a student's return.

Cumulative Unexcused/unlawful absences include:

1. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from physicians.
2. **Any absence not excused by a physician's note after ten (10) absences verified by parental excuses in the middle and high school and fifteen (15) absences verified by parental excuses in elementary school has already been received.**

Noncumulative Absences Include:

1. Suspensions from school.
2. Illness verified by a physician's note submitted within three (3) days of a student's return. Any absence in which a physician's note is submitted is not included in the ten (10) days permitted for parental excuses in middle and high school or the fifteen (15) days permitted for parental excuses in elementary school.
3. Death in the family – from date of death until one (1) day after the funeral unless otherwise authorized by the building principal.
4. Religious holidays
5. School sponsored activities
6. Pre-approved college visits up to three (3) days.

Unexcused Absence

Unexcused absences are any excuses not accepted by state law, and those for which the student fails to bring an excuse when due.

Students who are suspended out-of-school for violation of school policy will be marked as unexcused.

A student seventeen (17) years of age or older, who accumulates eighteen (18) days of unexcused absences shall be terminated for the school year.

Truancy

Truancy is an unexcused absence. A student is truant if he/she fails to report to school without permission of the parent/or school authorities. The first offence will result in suspension. Continued offences will result in suspension and possible legal action according to **Title 24; Sec 13-1327; Sub Sec. A.**

Educational/Vacation Tours and Trips, Grades K-12

Requests by parents to have their children excused from school for educational/vacation trips must be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School Sponsored".

"Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision of an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned".

A student will be permitted to take two (2) educational trips (up to a maximum of five (5) school days) per school year with parents/guardians and receive an excused absence, provided that parent/guardians comply with the policy requirements.

1. The maximum five (5) days permitted may be used for no more than two (2) such trips in any one (1) school year. Any number of days less than five (5) used in two (2) trips will be forfeited.
2. Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken.
3. The following will be taken into consideration by the principal in granting permission for the trip:
 - A. The student's academic standing.
 - B. The student's attendance record.
 - C. The effect the absence will have on the student's educational welfare.
 - D. Exceptionality of the request
4. The application for permission for student excusal due to an education trip or tour must be submitted to the principal.
5. **It will be the student's responsibility to contact teachers and make up assignments missed.**

*******Permission will not be granted for trips/tours during the district's standardized testing period and the state's testing periods.***** SEE FRONT OF BOOK PAGE TITLED IMPORTANT INFORMATION FOR TESTING DATES*******

**Conemaugh Valley School District
Acceptable Use of Technologies to include:
Hardware, Software, Computer Networks and Internet**

Students, Parents, Faculty, Student Teachers, Consultants, and Community

I. Purpose

Access to various forms of technology, including hardware devices, software, and Internet resources, can be a great educational and administrative tool for school district students and staff. The district anticipates the future use of technology to increase exponentially. Therefore, the district has developed carefully considered policies to insure that district resources are not misused and that the computer systems are used only for legitimate and authorized purposes.

The Internet is an electronic highway connecting millions of computers and users from around the world. With the Internet also comes the availability of material that may not be considered to be of value in the context of the school setting. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. The Conemaugh Valley School District has placed an Internet filter on all district computers to block access to objectionable and sexually explicit materials and to protect students and staff from harassment by unknown persons on the Internet. However on a global network, it is impossible to control all materials and an industrious user may discover controversial information.

II. Authority

The Conemaugh Valley School District reserves the right to log network use and to monitor fileserver space utilization by district users while respecting the privacy of users. The District reserves the right to access user accounts to uphold this policy and maintain the network integrity.

The Conemaugh Valley School District reserves the right to terminate user accounts for inappropriate, unauthorized, or illegal use of any technologies.

The Conemaugh Valley School District reserves the right to remove equipment from users who damage equipment, systems, or software in a deliberate or willful manner. The District reserves the right to charge the user for repair or replacement costs of such equipment.

The Conemaugh Valley School District reserves the right to enact disciplinary action in accordance with employee policies or student conduct guidelines for inappropriate or unauthorized use of technologies.

III. Definition

The Conemaugh Valley School District technology includes all computers, peripheral devices, local area networking and wide area networking within the school community as well as all on-line and direct-wired networking such as the Internet to which the school network may be linked.

IV. Guidelines for Acceptable Use

Any or all use of the technologies defined is limited to authorized business and educational activities by students, parents, faculty, and community. The technologies are not for personal use.

All users of Conemaugh Valley School District technology must sign an Acceptable Use Policy prior to using the computers.

Software

All software is to be used in accordance with its license agreement. Copying software is prohibited unless approved by the technology department and in accordance with the license agreement.

The district technology coordinator chair must approve all software used by students in advance.

All software used by the district on district-owned computers will be purchased through the technology department. All software is to be delivered to the technology department for completion of registration and inventory requirements. Software must be registered in the name of the Conemaugh Valley School District and include the job title or department in which it will be used.

All software will be authorized and installed by the technology department. The technology department may approve other users to install a specific software program on a specific computer(s). Once software is installed, the original media will be kept in a storage area maintained by the technology department.

Users will not distribute software to any outsiders including consultants, trainers, student teachers, or any personal contacts.

Any user who determines that there may be a misuse of software within the organization will notify the technology coordinator immediately.

No unauthorized software, shareware, freeware, or other executable file, to include America Online (AOL) or any other instant messaging program, may be downloaded, copied, used, or saved to any district-owned computer without prior permission of the technology coordinator.

Software copyright infringement is illegal. The law surrounding copyright infringement affects not only the offending individual but also the Conemaugh Valley School District. Any questions or concerns regarding the legality of software should be referred to the technology coordinator.

Hardware

No personal media may be installed or used on district equipment, including data disks, CD or DVD-ROMS, without prior permission of the technology coordinator.

No equipment shall be moved between classrooms, offices, and buildings or discarded without prior permission of the technology coordinator.

All District supplies, including paper, ink and media, are to be used for educational purposes only.

Network

User accounts are created by the technology department and are the property of the Conemaugh Valley School District. The district will create a password to all accounts.

The network may not be used for commercial purposes. Users may not buy, sell, or advertise products or services through the system without prior permission of the technology coordinator.

The network may not be used for political lobbying.

Network users may not logon to someone else's account or attempt to access another user's files. Trying to gain unauthorized access to another person or organization's computer system from within the Conemaugh Valley School District is prohibited.

Each user will have access to a home directory on the network to store files. This directory is limited in size. Additional space can be obtained by contacting the technology department.

Users may not save executable files (.exe) or policy files on any network drive or directory.

Users may not attempt to view or configure network settings, files, or programs. All users are required to notify the technology department immediately of any breach, suspected breach, or potential breach of network security. The user will not demonstrate the problem to others.

Internet and Email

Internet access, by user and machine, is granted by the Conemaugh Valley School District. Any other connection to the Internet, including dial up accounts or alternate Internet service providers, is prohibited.

Users may not knowingly access web sites, newsgroups, chat areas that contain material that is obscene or that promotes illegal acts.

Users may not use vulgar, derogatory, offensive or obscene language. Users may not engage in personal attacks, hate mail, harass another person, or post private information about another person.

If a user accidentally accesses or observes material that is objective, obscene, illegal, or otherwise inappropriate, he or she should immediately notify the supervising teacher. These sites should then be reported to the technology department.

Users are not to disclose personal information to non-district staff such as home address, physical description, route to and from school, or any other information that could threaten the safety and security of students or staff.

Transmission or use of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, and material protected by trade secret.

The Conemaugh Valley School District has installed Internet site filtering software to prevent all users of the network from accessing inappropriate Internet sites. "Inappropriate internet sites" include the following:

Any topic that falls under at least one of the categories below shall be blocked.

Partial Nudity	Nudity	Sex Education
Alcohol & Tobacco	Violence/Profanity	Militant/Extremist
Sexual Acts/Text	Gross Depictions	Drugs & Drug Culture
Satanic or Cult	Questionable, Illegal & Gambling	Intolerance

Filtering will be updated periodically by the manufacturer of the software to include newly discovered sites that are inappropriate. The technology department in coordination with the administration will also evaluate and, if necessary, block access to reported sites.

V. Warranties

The Conemaugh Valley School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source or any information they obtain, and consider how valid the information may be.

The district will not be responsible for unauthorized charges or fees resulting from access to the Internet. All financial responsibility will rest with the individual employee or student who incurs the unauthorized charges or fees.

TECHNOLOGY ACCEPTABLE USE AGREEMENT CONSENT FORM

As a user of technologies owned by the Conemaugh Valley School District, I have read and understand the policy and agree to abide by the rules of this policy.

I understand that the use of technologies as defined through the Conemaugh Valley School District is a privilege that can be revoked.

I agree to use the technologies in a responsible, ethical, and polite manner.

I understand that the technologies are to be used for educational purposes only.

I will not disclose personal information about myself or others, including students and staff, over the network.

I will not share account information or passwords with others.

I will not attempt to install software that is not authorized by the Conemaugh Valley School District.

I understand that technologies are expensive and represent a significant investment by the taxpayers of the Conemaugh Valley School District. As a result, I will take care of this equipment to the best of my ability and will not damage it in any way.

I understand that my use of the technologies may be monitored by the Conemaugh Valley School District.

STUDENTS RIGHTS AND RESPONSIBILITIES

22 Pa Code 12.1 Free Education and Attendance

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

Parents or guardian of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

Source

Amended February 17, 1984, eff. February 18, 1984, 14 Pa. B. 520

22 Pa Code 12.2 Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the right of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to confirm with the following:

- Be aware of all the rules and regulations for student behavior and conduct themselves in accord with them.

- Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of the school property.

- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.

- Assist the school staff in operating a safe school for all students enrolled therein.

- Comply with Commonwealth and local laws.

- Exercise proper care when using public facilities and equipment.

- Attend school daily and be on time at all classes and other school functions.

- Make-up work when absent from school.

- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local authorities.

- Report accurately and not use indecent or obscene language in student newspapers or publications.

Source

Amended February 17, 1984, eff. February 18, 1984, 14 Pa. B. 520.

22 Pa Code 12.3 School Rules

The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

Each board of school directors shall adopt a code of student conduct which shall include policies governing students discipline and a listing of student rights and Responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.

Source

Amended February 17, 1984, eff. February 18, 1984, 14 Pa. B. 520

22 Pa Code 12.4 Discrimination

Consistent with the Pennsylvania Human Relations Act (43 PS&&951-963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicaps.

Source

Amended February 17, 1984, eff. February 18, 1984, 14 Pa. B. 520

22 Pa Code 12.6 Exclusions from School

A. The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by &&14.35 (relating to discipline).

B. Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period of from 1 to 10 consecutive days.
 - The principal or person in charge of the public school may give suspension.
 - No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in &12.8(c) (relating to hearings).
 - Suspension may not be made to run consecutively beyond the 10 school day period.
 - Students shall have the responsibility to make-up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board of School Directors.
 2. Expulsion is exclusion from school by the Board of Education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions required a prior formal hearing under & 12.8.
- C. During the period prior to the hearing and decision of the board of directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- D. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others; and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

- E. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
- The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
 - If the parents or guardians are unable to provide for the required education they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent; and pending the parents' or guardian's provision of such education, the district must make some provisions for the student's education or proceed under paragraph (3) or do both.
 - If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education. (See & 12.1 (b) (relating to free education and attendance)).

Source

Amended February 17, 1984, eff. February 18, 1984, 14 Pa. B. 520.

22 Pa Code 12.7 Exclusion from classes - In-School Suspension

- A. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- B. Communication to the parents or guardian shall follow the suspension action taken by the school.
- C. When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in & 12.8 (relating to hearings).
- D. The student school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

Source

Readopted February 17, 1984, eff. February 18, 1984, 14 Pa. B. 520.

22 Pa Code 12.8 Hearings

- A. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- B. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors of a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board, or a hearing examiner, a majority vote of the entire school board is required to expel a student.
1. The following due process requirements are to be observed with regard to the formal hearing:
 - i. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - ii. Sufficient notice of the time and place of the hearing must be given.
 - iii. The hearing shall be held in private unless the student or parent requests a public hearing.
 - iv. The student has the right to be represented by counsel.
 - v. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - vi. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - vii. The student has the right to testify and present witnesses on his own behalf.
 - viii. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - ix. The proceeding must be held with all reasonable speed.

2. Where 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 constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
 - a. The purpose of the informal hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
 1. The informal hearing is meant to encourage the student's parents or guardians to meet with the principal to discuss ways by which future offenses can be avoided.
 2. The following due process requirements are to be observed in regard to the informal hearing:
 3. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 4. Sufficient notice of the time and place of the informal hearing shall be given.
 5. A student has the right to question any witnesses present at the hearing.
 6. A student has the right to speak and produce witnesses on his own behalf.
 7. The district shall offer to hold the informal hearing within the first 5 days of the suspension.

Source

Amended through February 24, 1984, eff. February 18, 1984, 14 Pa. B. 657.

22 Pa Code 12.9 Freedom of Expression

- A. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker v. Des Moines Independent Community School District*, 393 U.S. 503. 89 S. Ct. 733, 21 L. Ed. 2d 731 (1969)
- B. Students have the right to express themselves unless such expression materially and substantially interferes with the education process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- C. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communications, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 1. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 2. Students have the responsibility to be aware of the feelings and opinions of others and to give a fair opportunity to express their views.
- D. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
- E. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted, or distributed on school property.
- F. Bulletin boards shall conform with the following:
 1. School authorities may restrict the use of certain bulletin boards.
 2. Bulletin board space should be provided for the use of students and student organizations.
 3. School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- G. School newspapers and publications shall conform with the following:
 1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that cause a substantial disruption or interference with school activities.
 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the Prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- H. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection ©.
- I. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 1. A proper time and place set for distribution is one, which would give the students the opportunity to reach fellow students.
 2. The place of each activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

- J. School should adopt and publish guidelines for student use of school facilities and equipment.
- K. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
1. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
 2. The students themselves have sole responsibility for any statements published.
 3. Approval procedures must be followed prior to distribution or display of materials on school property. See subsection (i).

Source

Amended February 17,1984,eff. February 18,1984, 14 Pa.B.520

22 a Code 1210 Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or personal convictions.
2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Source

Amended February 17,1984,eff. February 18,1984, 14 Pa.B.520

22 Pa Code 12.11 Hair and Dress

- A. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem some types of covering should be considered.
- B. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.
- C. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.
- D. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

Source

Amended February 17,1984,eff. February 18,1984, 14 Pa.B.520

22 Pa Code 12.12 Confidential Communications

- A. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. & 5945 (relating to confidential communications to school personnel).
- B. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

Source

Amended February 17,1984,eff. February 18,1984, 14 Pa.B.520

22 Pa Code 12.14 Searches

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search the students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

Source

Amended February 17,1984, eff. February 18,1984, 14 Pa.B.520

SCHOOL POLICY CONCERNING DRUGS AND ALCOHOL

The guidelines incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student help and assistance that she/he would receive for any other illness. Disciplinary procedures will be administered with the best interests of the student and the student body in mind.

ARTICLE I – INAPPROPRIATE BEHAVIOR/ATTITUDE

A staff member is concerned about consistent inappropriate behavior, attitude, poor class performance, tardiness, absenteeism, etc. It may or may not relate to chemical use.

1. *Immediate Action:* Teacher should refer nature of the problem to the ESAP Team (Elementary Students Assistance Team.)
2. *Investigation:* The ESAP Team will investigate upon referral from the teachers.
3. *Notification of Parents/Guardians:* None is mandated.
4. *Confidentiality:* Confined to those with a need to know as mandated by school policy.
5. *Disposition of Substance:* Not applicable.
6. *Disposition of Student:* ESAP team referral and recommendation.
7. *Discipline:* None is mandated. If inappropriate behavior is of a serious enough nature to warrant disciplinary action, refer to school disciplinary code.

ARTICLE II- PHYSICAL SYMPTOMS

Student demonstrates symptoms of possible chemical overdose (staggering, slurred speech, incoherence, inability to respond, vomiting, unconsciousness, etc.) this situation will be handled as a medical emergency.

1. *Immediate Action:* School nurse, and principal, will be summoned immediately.
2. *Investigation:* If chemical use is suspected, the principal or authorized delegate is responsible for initiating the investigation procedures normally employed when a student is apprehended for chemical use or possession. The principal or designee will request the student to empty her/his pockets and/or purse and volunteer all chemical substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. *Notification of Parents/Guardians:* The principal will contact the parents/guardians immediately and describe the situation.
4. *Confidentiality:* Confined to those with a need to know as mandated by school policy.
5. *Disposition of Substance:* If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will be sealed, documented, and submitted to the police for analysis, if necessary.
6. *Disposition of Student:* If not confirmed chemical involvement, follow standard school health procedure for follow up. If a chemical is confirmed, follow procedures outlined in Articles III, IV, V, and VI.
7. *Disciplinary action:* If chemical use, refer to appropriate article (Articles III, IV, V, and VI) for procedure.

Notification of Police: Not mandated.

ARTICLE III – FIRST OFFENSE COOPERATIVE

The student is caught for the first time, with or under the influence of chemicals (drugs/alcohol), and is cooperative with the investigation and follow thru.

1. *Immediate Action:* School personnel will confiscate the chemical(s) and escort the student to the principal or his designee. ESAP Team will be notified
2. *Investigation:* The principal or designee will request the student to empty her/ his pockets and/or purse and volunteer all chemical-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. *Notification of Parents/Guardians:* The principal will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.
4. *Confidentiality:* Confined to those with a need to know as mandated by school policy.
5. *Disposition of Substance:* If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis, if necessary.
6. *Disposition of Student:* Refer to ESAP Team. Student Assessment will be required by a licensed D & A Facility. The student will abide by the treatment recommendation. If necessary, the student may appear before the Board of Education.
7. *Discipline:* Consequences for student will be as follows: Informal hearing, ten days out of school suspension, exclusion from school activities for thirty school days and all school related activities within the exclusion period, and required participation in chemical abuse program.
8. *Notification of Police:* Not mandated.
9. *ESAP Team Assessment:* Failure to meet the ESAP Team's recommendations will result in the student appearing before the school board for disposition. The school board hearing will take place five to ten days after notification.

ARTICLE IV – FIRST OFFENSE UNCOOPERATIVE

The student is caught with or under the influence of chemicals (drugs/alcohol) for the first time and is uncooperative.

1. *Immediate Action:* School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee. The ESAP Team will be notified.
2. *Investigation:* The principal or designee will request the student to empty his/her pockets and/or purse, and volunteer all chemical-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. *Notification of Parents/Guardians:* The principal will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.
4. *Confidentiality:* Confined to those with a need to know as mandated by policy.
5. *Disposition of Substance:* If a substance is discovered at the time of the emergency, it will be provide to the appropriate medical personnel for the sole purpose of aiding treatment. Substance will be sealed, documented, and submitted to the police for analysis, if necessary.
6. *Disposition of Student:* Refer to ESAP Team. Student Assistance will be required by a licensed D & A Facility. The student will abide by the treatment recommendation. Failure to meet recommendations will result in formal intervention. If necessary, the student may appear before the Board of Education.
7. *Discipline:* Consequences for students will be as follows: An informal hearing, ten days out-of-school suspension and exclusion from school activities for ninety days and all school related activities within the exclusion period, and required participation in chemical abuse program. Refusal to complete chemical abuse program will result in a hearing before the board for possible expulsion.
8. *Notification of Police:* Required.
9. *ESAP Team Assessment:* Failure to meet the ESAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

ARTICLE V – SECOND OFFENSE

The student is caught with or under the influence of chemicals (drugs/alcohol) for the second time.

1. *Immediate Action:* School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee. The ESAP Team will be notified
2. *Investigation:* The principal or designee will request the student to empty her/his pockets and and/or purse, and volunteer all chemical-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. *Notification of Parents/Guardians:* The principal will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.
4. *Confidentiality:* Confined to those with a need to know as mandated by policy.
5. *Disposition of Substance:* If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding treatment. Substance will be sealed, documented, and submitted to the police for analysis, if necessary.
6. *Disposition of Student:* Refer to ESAP Team. Student Assistance will be required by a licensed D & A Facility. The student will abide by the treatment recommendation. Failure to meet recommendations will result in formal intervention. If necessary, the student may appear before the Board of Education.
7. *Discipline:* Consequences for the student will be as follows: An informal hearing, ten days out-of-school suspension and exclusion from school activities for ninety school days and all school related activities within the exclusion period, and a required expulsion hearing.
8. *Notification of Police:* Required
9. *ESAP Team Assessment:* Failure to meet the ESAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

ARTICLE VI – THIRD AND SUBSEQUENT OFFENSES

The student is caught with or under the influence of chemical(s) (drugs/alcohol) for the third and subsequent offenses.

1. *Immediate Action:* School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee. The ESAP Team will be notified.
2. *Investigation:* The principal or designee will request the student to empty his/her pockets and/or purse, and volunteer all chemical-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. *Notification of Parents/Guardians:* The principal will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.
4. *Confidentiality:* Confined to those with a need to know as mandated by policy.
5. *Disposition of Substance:* If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding treatment. Substance will be sealed, documented, and submitted to the police for analysis, if necessary.
6. *Disposition of Student:* Refer to ESAP Team. Student Assistance will be required by a licensed D & A Facility. The student will abide by the treatment recommendation. Failure to meet recommendations will result in formal intervention. If necessary, the student may appear before the Board of Education.
7. *Discipline:* Consequences for the student will be as follows: An informal hearing, ten days out-of school suspension, exclusion from school activities for one calendar year, and a required expulsion hearing.
8. *Notification of police:* Required.
9. *ESAP Team Assessment:* Failure to meet the ESAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

ARTICLE VII- SCHOOL ACTIVITIES

The student is found using, in possession of, or suspected to be under the influence of a chemical (drugs/alcohol) while attending as a participant or spectator, any school sponsored function on or off school property; including any athletic or activity event at another school district, school, or public/private location.

1. *Immediate Action:* The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary. The ESAP Team will be notified.
2. *Investigation:* Notify chaperone or security personnel for assistance. The sponsor or administrator will request that the student empty his/her pockets/purse, and volunteer all chemical-like substances. The student shall not be left alone.
3. *Notification of Parents/Guardians:* A parent/guardian will be contacted immediately and the situation described. The parent/guardian will be requested to transport the student home. If the parent/guardian is unable or unwilling to transport the student home, refer student to a parent designated adult or police.
4. *Confidentiality:* Confined to those with a need to know as mandated by policy.
5. *Disposition of Substance:* If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding treatment. Substance will be sealed, documented, and submitted to the police for analysis, if necessary.
6. *Disposition of Student:* Refer to ESAP Team. Student Assistance will be required by licensed D&A Facility. The student will abide by the treatment recommendation. Failure to meet recommendations will result in formal intervention. If necessary, the student may appear before the Board of Education.
7. *Discipline:* Consequences for student will be as follows: An informal hearing, ten days out-of-school suspension, exclusion from school activities for one calendar year, and a required expulsion hearing.
8. *Notification of Police:* Refer to notification procedures in Articles III, IV, V, VI.
9. *ESAP Team Assessment:* Failure to meet the ESAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

ARTICLE VIII – TRAFFICKING

A student is caught in the process of distributing chemicals to anyone.

1. *Immediate Action:* School personnel will confiscate the chemical(s) and escort the student to the principal's office if during school hours, or notify group sponsor or school administrator if after school hours. Security will be summoned if necessary. The ESAP Team will be notified.
2. *Investigation:* Police will handle from a legal point of view. The ESAP Team will gather data, assess, and plan for intervention process with all involved.
3. *Notification of Parents/Guardians:* A parent/guardian will be contacted immediately and the situation described. The parent/guardian will be required to transport the student home. If the parent/guardian is unable or unwilling to transport the student home, refer student to a parent designated adult or police.
4. *Confidentiality:* Confined to those with a need to know as mandated by policy.
5. *Disposition of Substance:* Substance will be sealed, documented, and submitted to the police for analysis.
6. *Disposition of Student:* Refer to ESAP Team. Student Assistance will be required by a licensed D&A Facility. The student will abide by the treatment recommendation. Failure to meet recommendations will result in formal intervention. If necessary, the student may appear before the Board of Education.
7. *Discipline:* Consequences for student will be as follows: An informal hearing, ten days out-of-school suspension, required expulsion hearing, and exclusion from school actives for one calendar year. Conditions for the return of the student to school after expulsion are as follows: assessment by a licensed drug and alcohol facility and compliance with the recommendation of that facility.
8. *Notification of Police:* Required and charges will be filed with the police.
9. *ESAP Team Assessment:* Failure to meet the ESAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

ARTICLE IX – TOBACCO

The student is found or in possession of tobacco (cigars, cigarettes, pipes, chewing tobacco and snuff) while in the school building, school vehicles or on school grounds during the school day; or at any time when the student is subject to the supervision of designated school personnel, extracurricular event, or field trip.

1. *Immediate Action:* School personnel will confiscate the tobacco, and escort the student to the principal's office if during school hours, or notify group sponsor or school administrator if after school hours. The ESAP Team will be notified.
2. *Investigation:* The principal or designee will request the student to empty his/her pockets and/or purse, and volunteer all forms of tobacco. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. *Notification of Parents/Guardians:* The principal will contact the parents/guardians immediately and describe the situation by letter.
4. *Confidentiality:* Confined to those with a need to know as mandated by school policy.
5. *Disposition of Substance:* Tobacco will be discarded.
6. *Disposition of Student:* ESAP Team referral and recommendation.
7. *Discipline:* First offense: The student receives a three day suspension and a letter will be sent to the parents or guardian notifying them of the offense. The following act became law February, 1997: **18 C.P.S.A. 6306.1 USE OF TOBACCO IN SCHOOLS PROHIBITED.**

- a. *Offense Defined* – A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.
- b. *Grading* – a pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district; and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under **42. P.A.C.S. s 1520** (relating to adjudication alternative program) in lieu of imposing the fine.
- c. *Nature of Offense* – A summary offence under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.
- d. *Definitions* – As used in this section, the following words and phrases shall have meanings given to them in this subsection: "Pupil." A person between the age of 6 and 21 years who is enrolled in school. "School." A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with article XIII of the Act of March 10, 1949 (**P.L. 30, No. 14**), known as the public school code of 1949, including area Vocational schools and Intermediate Units. "Tobacco." A lighted or unlighted cigarette, pipe or other lighted smoking product and smokeless tobacco in any form.

8. *Notification of Civil Authorities:* Required and charges will be filed with the District Justice.
9. *ESAP Team Assessment:* Monitor students and group intervention.

ARTICLE X – SELF REFERRAL

Any student who refers himself/herself for any chemical (substance) abuse to a Conemaugh Valley School District professional or non-professional school employee shall be subject to the following:

1. Asked to make a self-referral to the ESAP Team.
2. ESAP Team will gather information and make recommendations based on the validity of the self-referral.
3. If student is a valid self-referral and follows ESAP Team recommendations, no disciplinary action will be taken.
4. If student does not comply with ESAP Team recommendation, parents/guardians will be notified immediately, student will be monitored by the ESAP Team, and student will be classified as uncooperative for the next offense.

FIREARMS/WEAPONS POLICY

Students are not permitted to possess, handle, or transmit weapons on school grounds (including lockers or vehicles), at school-sponsored activities, or on buses and other vehicles provided by the school district, under any circumstances.

As used in this policy, "weapon" means a gun of any type, operable or inoperable, facsimile (look alike) of a gun, firearm, shotgun, rifle, nunchaku, blackjack, sandbag, Tasers, shockers, pipe, club, brass knuckles, dagger, knife, razor, cutting tool, cutting instrument, the blade of which is exposed in an automatic way by switch, push button, spring mechanism, or otherwise; or any instrument of implement capable of the infliction of serious bodily injury.

For purposes of this policy, an individual "possesses" a weapon in violation of this policy when the weapon is found on his/her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example: book bag, gym bag, purse) or in a place where the individual exercises control (for example: a desk, locker, or vehicle).

The alleged violation of this policy shall result in the immediate suspension of the student for a period not to exceed ten (10) school days. Any suspension in excess of three (3) school days shall be subject to the informal hearing requirement established by **22 Pa. Code Chapter 12**. If, after formal hearing before the Board of School directors, or a committee or designee thereof, the student has been adjudicated to violated this policy, the student shall be expelled for a period of not less than one year; provided, however, that the Superintendent may recommend a discipline less than expulsion on a case-by-case, non-precedential basis. Students found to be in violation of this policy shall be denied the opportunity to participate in co-curricular and extra-curricular student activities.

Special education students who are found to have violated this policy will continue to be entitled to all rights as specified in the Individuals with Disabilities Education Act (IDEA), 20 **U.S.C. Section 1415 et seq.**, and any amendments thereto.

All incidents involving a student's possession of a weapon or weapons in violation of this policy will be reported by the Superintendent to local law enforcement officials and to the Department of Education in accordance with **Section 1302-A** and **1303-A** of the Public School Code, as amended. In addition, the Administration will maintain the reports of incidents of violence as required by **Section 1307-A** of the Public School Code, as amended, will confiscate the weapon and will contact, if appropriate, the Cambria County Mental Health Department.

When a student is transferring into the District, prior to admission to the District, the parent or guardian must, upon registration, provide a sworn or affirmed statement as to whether or not that pupil was previously suspended or expelled from any public or private school of this commonwealth, or any other state, for an act or offense involving weapons, alcohol or drugs; or for the willful infliction of injury to another person for any act of violence committed on school property. This statement must be maintained as part of the student's disciplinary record.

ASSAULT POLICY

A STUDENT IS GUILTY OF ASSAULT IF HE/SHE:

1. Attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another student; or
2. Negligently, causes bodily injury to another with a weapon which said term shall be defined to include, but not limited to guns; knives; razor blades; syringes, syringe needle tips; domestic pins/needles; sharpened objects (i.e. pens, pencils, eating utensils plastic or metal); or any other device or dangerous instrumentality.
3. Attempts by physical menace to put another in fear of imminent serious bodily injury.

Should the student be found guilty of one or more of the offenses defined above, he/she shall receive out of school suspension by the administration. Should the administration believe the injuries sustained by the student are serious; the administration shall in its sole discretion seek a formal hearing before the board of education to consider expulsion of the student from the school system.

4. The incident shall be reported to the police and charges shall be filed with the local authorities.

TERRORISTIC THREATS

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat – shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act – shall mean an offense against property or involving danger to another person.

The Board prohibits any District student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or District property.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent or Superintendent's designee shall be responsible for developing administrative procedures to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building Principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent who will report the student to law enforcement officials. The Superintendent will report the incident to the Board as soon as possible.
3. The building principal shall inform any person directly referenced or affected by a terroristic threat, including but not limited to, any and all students (including the allegedly offending student) and their parents.
4. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others, which may include a report from a mental health professional.

In the case of students with disabilities, the District will take all steps necessary to comply with the individuals with Disabilities Education Act and follow Board policy.

Harassment

Offense defined – A person commits the crime of harassment when, with intent to harass, annoy or alarm another, the person:

1. strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
2. follows the other person in or about a public place or places;
3. engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;
4. communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
5. communicates repeatedly in an anonymous manner;
6. communicates repeatedly at extremely inconvenient hours; or
7. communicates repeatedly in a manner other than specified in paragraphs (4), (5) and (6).

Venue -

1. An offense committed under this section may be deemed to have been committed at either the place at which the communication or communications were made or at the place where the communication or communications were received.
2. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

False reports – A person who knowingly gives false information to any school authority with the intent to implicate another under this section commits an offense under section 4906 (relating to false reports to school authorities).

Definitions – As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Communicates." Conveys a message without intent of legitimate communication or address by oral, nonverbal, written or electronic means, including telephone, electronic mail, Internet, facsimile, telex, wireless communication or similar transmission.

"Course of conduct." A pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct. Acts indicating a course of conduct which occur in more than one jurisdiction may be used by any other jurisdiction in which an act occurred as evidence of a continuing pattern of conduct or a course of conduct.

UNLAWFUL HARRASSMENT

1. Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

2. Authority

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment be investigated promptly, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

3. Definitions OCR Guidelines on Sexual Harassment

The term **harassment** includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational environment.

Hazing is subjecting students to abusive or humiliating tricks and/or ridicule.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

4. Delegation of Responsibility

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of

- (X) distribution of written policy
- (X) publication in handbooks
- (X) presentation at an assembly
- (X) training sessions
- (X) posting of notice/signs.
- (X) The district shall provide training for students and staff concerning all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to:

- (X) building principals
- (X) teachers
- (X) counselors
- (X) nurses
- (X) administrators.

All employees who receive harassment complaints from a student shall report such to the building principal.

If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

5. Guidelines

When a student believes that she/he is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.

2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.

4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such students to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

ANNUAL NOTICE OF ACT 88 RIGHTS TO PARENTS AND ELIGIBLE STUDENTS

On July 9, 1993, Governor Casey signed into law Act 88 to 1992 amending the School code to grant pupils the right to refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts of animals as part of their course of instruction in school. Exclusion is not extended to animals without a backbone such as earthworms, crayfish, starfish, clams or insects.

The law requires the District to notify incoming pupils and parents of the right to decline to participate in an alternative education project to be assigned by the teacher which may involve or necessitate any harmful use of any animal or animal parts.

BULLYING/CYBERBULLYING POLICY

Purpose

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

Definitions

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

- Substantial interference with a student's education.

- Creation of a threatening environment.

- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students.

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

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

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

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

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board. District administration shall annually provide the following information with the Safe School Report:

- Board's Bullying Policy.

- Report of bullying incidents.

- Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

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

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

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

Consequences for Violations

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

- Counseling within the school.

- Parental conference.

- Loss of school privileges.

- Transfer to another school building, classroom or school bus.

- Exclusion from school-sponsored activities.

- Detention.

- Suspension.

- Expulsion.

- Counseling/Therapy outside of school.

- Referral to law enforcement officials.

References:

- [1. 24 P.S. 1303.1-A](#)

- [2. 22 PA Code 12.3](#)

- 3. Pol. 218

- [4. 24 P.S. 1302-A](#)

- 6. Pol. 236

- 7. Pol. 233

- Pol. 000

- Pol. 248

- Adopted

- October 9, 2008

CHILD FIND

The procedures established and implemented at the Conemaugh Valley Elementary Schools to locate, identify and evaluate students suspected of being exceptional include, but are not limited to:

Reviewing group based data cumulative records: enrollment records, health record, report cards, etc.

Hearing Screenings (at a minimum of kindergarten, Special Un-graded Classes, Grades 1, 2, 3, 7 and 11).

Vision screenings at every grade level.

Motor and speech and language screenings at early grade level.

At the Conemaugh Valley Elementary Schools, a Building Team has been implemented, and is chaired by the Principal, who also assists with Special Education, and the Guidance Counselor. Other team members include, but are not limited to the school psychologist, school nurse, transition coordinator, special education supervisor, regular/special education staff.

A Building Team meeting is held each month to discuss "at risk" students and review or gather data that comes from screening activities, teachers, parents, agencies and other school reports.

The Team has access to report cards and deficiency reports located in the office. The Child Study Team information will be shared also. A "Sign In" Access Sheet will be placed in the folders.

The Elementary Student Assistance Program (ESAP) includes but is not limited to the following staff: Principal, school nurse, school instructors, school counselor, school psychologist and teachers (regular and special education.)

The Building Team meeting receives information from Agencies such as CASSP, Professional Family Care, Children and Youth and the IU 08, etc. Incoming correspondence is directed to the school counselor as data to be considered for the Building Team review. The school nurse does health screenings for vision, hearing, motor or speech, language (also conducted by the speech and language clinician) and contacts the school counselor regarding screening results concerns, frequency of visits, etc. The school counselor in turn directs concerns to the Building Team meeting for review.

If a student is attending an Approved Private School (APS), the Building Team will follow the above process after initiating correspondence to the APS, requesting progress or deficiency reports and report card data, at least as often as required locally.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law, which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and "eligible students" (students eighteen years of age or older) certain rights which are described below.

1. **ACCESS TO RECORDS:** Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of records if requested. To inspect your child's or your records, contact the appropriate building principal.
2. **CHALLENGE TO RECORDS:** Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate students' rights, and to have a hearing if that request is refused.
3. **DISCLOSURE:** FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.
4. **DIRECTORY INFORMATION:** Information which is labeled "directory information" by a school district is excluded from FERPA's protection from release and can be released without parental or student consent. Directory information that may be released to the public consists of student and parent or guardian names, addresses, phone numbers (unless "unlisted"), date and place of birth, "from and to" dates of enrollment, and student's participating in school activities, including heights and weight for sports and awards received. As a matter of practice, the District uses extreme caution with the directory information to protect your child's privacy. If you do not want some or all of this information about your child released, you may prevent its disclosure by writing the school district. Please address these requests to the appropriate building principal by September 15 of this school year.
5. **COMPLAINTS:** If you believe that the School District is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address below:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-4605

INTEGRATED PEST MANAGEMENT (IPM)

The Conemaugh Valley School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM Coordinator who evaluates that pest problem and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. **To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the school in writing. Please include your e-mail address if you would like to be notified electronically.**

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students and gel type baits placed in cracks, and crevices or voids. Each year the school will prepare a new notification registry.

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights include to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

Conemaugh Valley will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Conemaugh Valley will directly notify parents and eligible students of these policies at least annually at the start of the school year and after substantive changes. Conemaugh Valley will also directly notify parents and eligible students, such as through U.S. mail or E-Mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

If you have any questions, please contact the Superintendent.

	237. ELECTRONIC DEVICES
1. Purpose	<p>The Conemaugh Valley School District Board of Directors recognizes that students use, or desire to use, various electronic devices while at school, on school property or attending school-sponsored events.</p> <p>This policy is intended to create guidelines on students' possession and use of various electronic devices while on school property, school buses or vehicles or at school-sponsored activities and events.</p> <p>The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.</p>
2. Authority SC 1317.1	
SC 510	The Board prohibits the use of radios, tape players, beepers, headphones and other portable entertainment devices during school hours.
18 Pa. C.S.A. Sec. 5703	The Board prohibits use of cellular telephones that have the capability to take photographs or record audio or video during the school day in district buildings.
Pol. 815	In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.
	The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.
2. Delegation of Responsibility	The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.
Pol. 113	Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).
3. Guidelines Pol. 218, 233	Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.
	<p><u>Cellular Telephones</u></p> <p>The use of cell phones on Conemaugh Valley School District property during school hours is strictly prohibited. However, in an effort to accommodate students involved in various after school activities, such as sports, plays, concerts, etc., possession of a cell phone will be permitted under the following stipulations:</p> <ol style="list-style-type: none"> 1. The cell phone must remain in the "off" mode during the school day. 2. The use of cell phones will be allowed after the close of school. <p>When cell phones are confiscated the following return time frame will result: FIRST TIME – returned at the end of the day to the student. SECOND TIME – returned to the parent/guardian during school hours; adult must come in. THIRD TIME – returned to student or parent/guardian at end of the school year.</p>
SC 1317.1	<p><u>Telephone Pagers/Beepers</u></p> <p>With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:</p> <ol style="list-style-type: none"> 1. A student who is a member of a volunteer fire company, ambulance or rescue squad. 2. A student who has a need for such a device due to the medical condition of an immediate family member. 3. Other reasons determined appropriate by the building principal. <p>The building principal or district administration shall exercise discretion when deciding whether to grant approval of such requests. In all cases, such request must be in writing and signed by the student's parent(s)/guardian(s). The district also reserves the right to request a verified and signed statement from either the treating physician or volunteer fire, ambulance, or rescue squad supervisor attesting to the need for the restricted electronic device.</p> <p>Using or possessing a restricted electronic device without obtaining the requisite pre-approval will render the possession/use prohibited and the consequences for the use of prohibited electronic devices shall apply.</p>
Pol. 560.2	<u>Permitted Electronic Devices</u>
	<p>Many permitted electronic devices have wireless internet connection capabilities. A student using the wireless internet capabilities on a permitted electronic device shall abide by the district's Computer/Internet Acceptable Use Policy. A failure to do so will render the use of that electronic device prohibited, and the consequences for the use of prohibited electronic devices, in addition to the consequences set forth in the district's Computer/Internet Acceptable Use policy, shall apply.</p>
	References:
	Pennsylvania Wire tapping and Electronic Surveillance Act - 18 Pa. C.S.A. Sec. 5703
	School Code – 24 P.S. Sec. 510, 1317.1 Board Policy – 113, 218, 233, 815

MEDIA RELEASE NON-CONSENT

The Conemaugh Valley School District is proud of the many accomplishments of our students and staff. Often such accomplishments (i.e. honor roll, special recognition awards, scholarships, school activities/sports etc.) draw the attention of newspapers, television stations, or other media who visit our schools to photograph, videotape, and/or interview students and staff during various activities. In addition, we often use pictures of our students in the Conemaugh Valley School District Publications and on the District Internet website.

For your student's privacy and our protection, we must know if you **do not** want your student to be photographed, videotaped, interviewed by the news media, your student's name appear in the newspaper for recognition awards and/or accomplishments, and/or pictured in the Conemaugh Valley School District publications, on the District Internet Website and its schools publications and websites.

If you **DO NOT** want your student's image, name or words used by the news media or by the Conemaugh Valley District or its schools various publications, including the posting on the Internet Website, **please complete and return this form to your student's school.**

If you do not return this completed form, we will presume you have given permission for your student to be photographed, videotaped, or interviewed during school and classroom activities by members of the news media, or have your student's name appear in newspapers for special recognition awards and/or accomplishments, for your student's photograph and/or words to be used in the Conemaugh Valley School District publications, on the District Internet Website and its schools publications and websites.

If you have any questions, please contact your student's principal:

***Mrs. Rebecca Castiglione
Elementary Principal
(814) 535-6970***

***Mr. Jeffrey Miller
High School Principal
(814) 535-5523***

NOTE: This form does not pertain to classroom displays or yearbook photos. If you do not want your student in a yearbook, please contact your student's principal.

RETURN **"ONLY"** IF YOU **DO NOT** CONSENT

MEDIA RELEASE NON-CONSENT

I DO NOT GIVE PERMISSION for my student to be photographed, videotaped, or interviewed during school and classroom activities by members of the news media, or have your student's name appear in newspapers for special recognition awards and/or accomplishments, for your student's photograph and/or words to be used in the Conemaugh Valley School District publications, on the District Internet Website and its schools publications and websites. I understand that this media release non-consent does not apply to classroom displays or school yearbooks.

STUDENT'S NAME (PLEASE PRINT) _____

GRADE _____

SCHOOL _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

Updated 6/10/19