



Parent-Student

Handbook

Conemaugh Valley
Junior/Senior High School

2022-2023

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MISSION STATEMENT

The mission of the Conemaugh Valley School District is for students to earn **Success Through Improvement**. This includes cooperation with the community 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 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 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 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 of Schools.

CONEMAUGH VALLEY SCHOOL DISTRICT 2022-2023

AUGUST

M	T	W	Th	F
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AUGUST (5 days)

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER (21 days)

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER (21 days)

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER (18 days)

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER (16 days)

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Day 45: 10/27/2022
Day 90: 1/17/2023
Day 135: 3/22/2023
Day 180: 5/26/2023

Keystone Testing Window

Winter: Dec 5-16, 2022
Spring: May 15-26, 2023
(Algebra, Bio & Literature)

22-23 - Teacher In-Service Days (2)

23 - Meet the Teacher Night (5:30-7:30)

25 - First Day for Students

SEPTEMBER

5 - Labor day

OCTOBER

10 - Act 80 Day (#1)

NOVEMBER

3 - Parent Evening Meetings (5:30-7:30)

4 - Act 80-Conferences (#2)

11 - Veterans Day

23 - Early Dismissal

24, 25, 28- Thanksgiving Vacation

DECEMBER

22 - Early Dismissal

23-30 - Christmas Vacation

JANUARY

2 - Teacher In-service (3)

13 - Teacher In-service (4)

16 - Martin Luther King Day & Snow make-up day

FEBRUARY

17 - Act 80 Day (3)

20 - President's Day & Snow make-up day

MARCH

17 - Act 80 Day (#4)

APRIL

7-10 - Easter Vacation

MAY

26 - Last Day for Students

29 - Memorial Day

30 - Teacher In-service (5)

PSSA Testing Window

English/Language Arts: Apr 24-28, 2023

Math: May 1-12, 2023

Science: May 1-12, 2023

Make-up Testing: May 1-12, 2023

Testing Includes Grades 3-8

M	T	W	Th	F
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JANUARY (19 days)

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY (19 days)

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH (23 days)

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL (18 days)

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY (20 days)

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE

			1	2
5	6	7	8	9

Snow Make-up Days:

1/16/2023

2/20/2023

Additional snow days will be virtual or added to the end of the calendar.

BELL SCHEDULES**Regular Mon – Thurs (44)**

HR	7:40-7:47
P1	7:50-8:34
P2	8:37-9:21
P3	9:24-10:08
P4	10:11-10:55
P5 (includes lunches)	
-Lunch A	10:58-11:28
-P5A	10:58-11:45
-P5B	11:31-12:18
-Lunch B	11:48-12:18
P6	12:21-1:05
P7	1:08-1:52
P8	1:55-2:39
HR	2:42-2:46

Regular Friday (25)

HR	7:40-7:47
Activity	7:50-8:31
P1	8:34-9:59
P2	9:02-9:27
P3	9:30-9:55
P4	9:58-10:23
Lunch A/5A	10:26-10:51
Lunch B/5B	10:54-11:19
P6	11:22-11:47
P7	11:50-12:15
P8	12:17-12:47*

**students return Chromebooks to Homeroom at 12:42 and dismiss at 12:47*

Admiral Peary Dismissal is approximately 11:20am

Delay Friday (23)

HR	8:40-8:47
P1	8:51-9:14
P2	9:17-9:40
P3	9:43-10:06
P4	10:09-10:32
Lunch A/5A	10:35-11:58
Lunch B/5B	11:01-11:24
P6	11:27-11:50
P7	11:53-12:16
P8	12:19-12:47*
<u>*No Activity Period</u>	

Mon-Thurs 2-Hour Delay (29)

HR	9:40-9:47
P1/3	9:50-10:19
P2/4	10:22-10:51
P5 (includes lunches)	
-Lunch A	10:54-11:24
-P5A	10:54-11:26
-P5B	11:27-11:59
-Lunch B	11:29-11:59
P3/1	12:02-12:31*
P4/2	12:34-1:03*
P6	1:06-1:35
P7	1:38-2:07
P8	2:10-2:39
HR	2:42-2:46

Mon-Thurs 1-Hour Delay (37)

HR	8:40-8:47
P1	8:50-9:27
P2	9:30-10:07
P3	10:11-10:48
P5 (includes lunches)	
-Lunch A	10:51-11:21
-P5A	10:51-11:28
-P5B	11:24-12:01
-Lunch B	11:31-12:01
P4	12:04-12:41**
P6	12:44-1:21
P7	1:24-2:01
P8	2:04-2:41
HR	2:43-2:46

*On 2-hour delay days, morning periods will rotate. This will benefit Admiral Peary students, who will be legally excused from two classes on each two-hour delay day.

- First two-hour delay (1, 2, 5, 3, 4, 6, 7, 8)
- Next two-hour delay (3, 4, 5, 1, 2, 6, 7, 8)
- Rotates from this point

**On one-hour delay days Admiral Peary students will be legally excused from period 4.

CVHS COMMUNICATION FLOWCHART

This is the flowchart CVHS will use to troubleshoot any problems. Please start at the first level and work your way through the system until the problem is resolved in the best way possible.					
Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
Academic Performance	Teacher	School Counselor	Principal	Superintendent	School Board
Athletics	Coach	AD	Principal	Superintendent	School Board
Athletic Facilities	AD	Principal	Business Manager	Superintendent	School Board
Athletic Injuries	Trainer and Nurse	AD	Principal	Superintendent	School Board
Buildings & Grounds	Maintenance Staff	Business Manager	Superintendent	School Board	
Business Office	Business Manager	Superintendent	School Board		
Curriculum & Instruction	Teacher	Principal	Superintendent	School Board	
Discipline	Teacher or Staff Member	Dean of Students	Principal	Superintendent	School Board
Mental Health	School Counselor	SAP or related services	Principal	Superintendent	School Board
Policy	Teacher	Dean of Students	Principal	Superintendent	School Board
Special Education	Teacher	Case Manager	Director of Student Services	Superintendent	School Board
Student Concern	Teacher	Dean or Counselor	Principal	Superintendent	School Board
Technology	Teacher	inshore@cvk12.org	Principal	Superintendent	School Board
Transportation	Ribblett Bus Company (814) 539-8322	Dean of Students	Principal	Superintendent	School Board
CVHS understands that this is merely a guide and that sometimes parents and community members will make an initial call to whomever they have the highest comfort level. The goal of this organizational chart is to be fair to all staff members and students in good faith that the CV community wants all children to be successful.					
SUSPECTED CHILD ABUSE – IMMEDIATELY CONTACT CHILDLINE PHONE: 1-800-932-0313 (TDD: 1-866-872-1677) WEB: compass.state.pa.us/cwis/public/home					
REPORTING ANONYMOUS SAFETY CONCERNS/BEHAVIORS – CONTACT SAFE2SAY PHONE: 1-844-SAF2SAY (723-2729) WEB: www.safe2saypa.org					

DEFINITIONS

BEHAVIOR INTERVENTION CLASSROOM (ISS or BIC)

Our In-School Suspension program is held in “The BIC” room. Students will have access to their work and will be supervised each class period by a school staff member. A learning support teacher will be assigned to the BIC room at least once per day for those related services.

BULLYING/CYBER-BULLYING

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 **includes an imbalance of power/social standing** 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

This handbook addresses procedures and penalties for those associated with bullying.

DETENTION

CVHS schedules PM detention after school on Fridays from 12:50-2:50. In the event there is no school on a Friday for students, detention will be held on the last day of the week from 2:50-4:20. The guidelines for detentions are as follows:

- Electronic devices - other than school-supplied Chromebooks, are prohibited
- Any of the following infractions during detention will result in further disciplinary action: sleeping, disruption, failure to bring work, tardiness, any other violation of school rules.

DUE PROCESS

Students will be given the right to give their account of any incident that may result in discipline being assigned. They also have the right to produce witness testimony.

E-HALL PASS

EHP is an online resource used to track students’ travels about the building. This is in the spirit of student safety and accountability. Students can access EHP through their Chromebooks on the Clever portal and on a mobile app. All student movement is tracked through EHP. This service has eliminated the use of paper passes. Students identified as being excessively out of class may have EHP restrictions or be placed on a “Restricted Hall Pass” (See the definition of Restricted Hall Pass).

EXTRACURRICULAR PARTICIPATION

Student attendance, academic standing, and discipline will be considered when permitting a student to participate in extracurricular activities. Extracurricular activities include but are not limited to school dances, field trips, incentive days, etc. Athletes’ grades are checked every Friday. Prior to a non-athletic event, grades will be run two days prior to the event. Students must be passing 5 of their current blocks. Health and Physical Education will be considered a half (0.5) block each.

FLEXIBLE INSTRUCTION DAY (FID)

A flexible instruction day can be assigned in place of a traditional snow day. When this occurs, all families will be notified and students will follow their regular bell schedule. See Appendix x for procedures regarding FIDs. CVSD has been awarded 5 FIDs for a three-year period and will have to reapply for them in the future.

HOMEROOM

Homeroom is a place for students to listen to morning announcements, receive forms and documents from the school, and to pick up and drop off Chromebooks. Late to homeroom is 7:40am. There is an AM and PM session each day.

HONOR ROLL (INCLUDING HIGH HONORS)

- Honor Roll - students will achieve Honor Roll if their report cards have grades greater than or equal to 85%.
- High Honor Roll - students will achieve High Honors if their report cards have grades greater than or equal to 93%.

INDIVIDUALIZED ELECTRONICS PLAN

Students may be given an individual plan for cell phones and other electronic devices if the devices are causing behavior or academic issues or disruptions.

LOCKERS

Students are assigned lockers and combinations to those lockers. This is the area where students can keep their belongings during the school day. Lockers are property of the school district. Combinations should be kept private from other students, as the district is not responsible for lost, stolen, or damaged property.

MULTI-TIERED SYSTEM of SUPPORT (MTSS)

MTSS is a program that identifies students that are in need of assistance with attendance, grades, or behaviors. This is one way of potentially identifying students with special needs. More information is provided in the Student Services section of this handbook.

NO CONTACT AGREEMENT

In an attempt to curb bullying or diffuse situations among students, students may be assigned a no-contact agreement. This agreement forbids any contact during regular school hours, during school activities, and any other types of contact that may disrupt the school day.

PARENT ADVISORY COMMITTEE

The Parent Advisory Committee (PAC) is a group of parents who volunteer one hour each month during the school year and discuss issues at the school and potential solutions. The committee focuses on positive change ideas to support the growth and enhancement of our school. The only requirement to attend the meetings is to have a student at the CV Jr./Sr. HS. Meetings are typically monthly and are announced at least a week in advance.

RESTRICTED HALL PASS

- A Restricted Hall Pass may be issued to students who have been identified as
 - Frequently departing from class
 - Out of Assigned area
- Administration reserves the right to assign a Restricted Hall Pass, including the amount of time it may be used.
 - Restricted 1: Students are given a paper pass that must be presented to their teachers before leaving class for any reason. They are limited to one departure per day.
 - Restricted 2: Students may only go to the nurse in the case of an emergency for the duration of the paper pass.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT (SWPBIS)

SWPBIS is a committee of staff and students that compile ideas to help the school focus on rewarding positive behaviors, teaching appropriate behaviors, making school an enjoyable experience, and increasing student participation and morale. More information is provided in the Student Services section of this handbook.

SECURITY RECORDING

For your safety and security, this school is equipped with video monitoring. It may be used in discipline cases.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) is designed to help school personnel identify issues which pose a barrier to a student's learning and school success. SAP utilizes a systematic process, along with a specially trained team of school personnel, to intervene and refer those students to appropriate school and/or community services. More information is provided in the Student Services section of the handbook.

STUDY HALL

Study hall is an area to which you have been assigned for a particular period. This time is to be devoted to purposeful study of one or more subjects. Assigned teachers will institute the procedures, which are deemed necessary for an effective study hall.

SUSPENSION

A temporary disciplinary exclusion from school for a violation of school rules. Some other information regarding suspensions:

- Suspension can be served in or out of school, as determined by CVHS administration.
- CVHS will not suspend students for more than three (3) consecutive days for any singular offense.
- While suspended, students may not attend or participate in any school-related extracurricular activities on those calendar days.
 - Students who owe suspension days on Fridays and Mondays may not participate in school-related activities on the same weekend.
- Often times suspendible offenses are handled through punitive and educational/service means

TRANSCRIPTS

Upon request, the main office will prepare official transcripts for institutions of higher learning or employers. Transcripts are free to current students. After graduation, a cost of \$3.00 will be charged for each transcript requested.

TRUANCY

Truancy is an unexcused absence. Continued offenses may result in possible legal action in accordance with the Attendance Laws of Pennsylvania. (See Policy on Attendance)

VALUABLES

Students **ARE NOT ENCOURAGED TO BRING VALUABLES**. Lost or stolen valuables are not the responsibility of the Conemaugh Valley School District. If students and staff bring monetary or personal valuables into the school, they are responsible for the protection of those items.

WEAPONS - as defined by school board policy

- **Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury.
- **Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

WORK PERMITS

Federal and State laws govern the employment of minors. Child Labor Laws require the issuance of Work Permits, which will be issued in the main office of the home school. A job or promise of employment may be necessary before applying for a Work Permit. Permits are necessary until age 18. The appropriate paperwork can be completed in the high school main office. CVHS is the hub for all students who reside in CVSD, including those in private or charter schools.

STUDENT SERVICES

*Confidentiality - Information received from a student in confidence by a school counselor, a school nurse or a school psychologist in public or private while in the course of the person's professional duties is privileged information without the consent of the student, or if still a minor, the student's parents.

An exception to the above is information revealed by the student concerning child abuse, neglect, or injury. The recipient of such information is under legal duty to report to the authorities.

Confidential information may be revealed, without the consent of the student's parents, to teachers or to principals. However, if the school professional feels it is necessary to disclose information received without student permission, the professional will attempt to inform the student of the necessity to disclose and will discuss the situation with the student.

1. Special Education

Special education services are mandated at both the state and federal levels. Students who are in need of special education services including learning support, emotional support, autistic support, 504 plans, and gifted services will be provided with accommodations and modifications to meet their individual needs. If you believe that your child is in need of special education services or want to discuss issues related to your child's current special education services, please contact the school that your child attends and ask to speak with the Director of Student Services.

2. Student Assistance Program (SAP)

- SAP is designed to help school personnel to identify students who may have issues with drugs, alcohol, and mental health which pose a barrier to their learning and school success.
- The CVHS team is made up of trained school personnel that meet periodically to find avenues to support students who are referred.
- PA schools are required to establish and maintain a program to provide appropriate counseling and support services for students who experience difficulties in school.
- Student participation in the program is **voluntary** and is meant to be a support service for students and families.
- All information regarding a student's involvement in the program is **confidential** and maintained in the best interest of the student.
- The process:
 - Students are referred to the SAP team by teachers, other professionals, other students, or themselves.
 - The team reviews the referrals and gathers relevant data regarding the students' behaviors, attendance, and grades.
 - If there is a legitimate concern, the family and the SAP team work together to meet the needs of the student. Parent support is critical to success.
 - Plans are then developed based on the individual student's situation, the seriousness of the behavior, and the school's policies and procedures.

3. Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports is an approach that allows each student to work at their own level. In this approach, the support team meets periodically to discuss overall student progress and achievement. This allows the team to determine the best course of action and resources to enhance student learning and overall culture of the school building. Resources such as counseling, academic supports, and mentoring are often considered and put into place.

4. Health Room/School Nurse

District Policy

- CVSD Policy #203 – Immunizations and Communicable Diseases
- CVSD Policy #203.1 – HIV Infection
- CVSD Policy #209 – Health Examinations/Screenings
- CVSD Policy #209.1 – Food Allergy Management
- CVSD Policy #209.2 – Diabetes Management
- CVSD Policy #210 – Medications
- CVSD Policy #210.1 – Possession/Admin. of Asthma Inhalers/Epinephrine Injectors

If you have questions about any of the above policies, please contact the school office to discuss how the policies may apply to your specific situation.

Prescription Medication

The administration of medication can only be exercised by the school nurses. **All prescription medications must be brought to the school by a responsible adult, NOT the student.** The medication will remain in the nursing office for the specified administration time. Medication is not permitted to be kept on the student or in the student's locker (see below for further detail on epi-pens and asthma inhalers). Prescription medication must be accompanied with the proper form filled out by a physician, or with specific school orders, given by a physician. The medication must be in the original prescription bottle. Prescription medications will NOT be given without a physician order or the form filled out.

Epi-Pens and Asthma Inhalers

Students at CVHS are allowed to carry their personal epi-pens and asthma inhalers with them ONLY IF they have provided a doctor's order to the school nurse. The order must state that the student is permitted to carry the medication and must include the medication, dose, frequency and when to use it. If the student uses their epi-pen/inhaler in school, they must report immediately to the nurse for evaluation.

Illness/Injury during School

A student who becomes ill or who may sustain an injury during the school day must obtain a pass from the classroom teacher before reporting to the nursing office. If the nurse is unavailable, the student should then report to the office. Students are always accountable to their assigned areas and must be in the presence of an adult, especially if medical attention may be necessary.

Students Calling Home Without Permission

Students are not permitted to contact parents to have them taken home without permission from the nurse (medical health reasons), school counselor (mental health reasons), or building principal.

- Students who are picked up by a parent/guardian and leave without being released by authorized personnel will receive an unlawful absence as defined by the attendance policy.
- Students contacting home without permission for a ride home may also be subject to an electronics violation. See the Rules section for details.

Visiting the School Nurse's Office

- Non-urgent visits to the nurse can be during Lunch, Study Hall, & between classes
- Urgent visits for injury/illness, can be at any time, with a pass from the teacher.
- Students may visit the Nurse's Office for scheduled medication times. Teachers will grant a pass to students.
 - In an extreme emergency situation, please call the main office and/or 9-1-1. Passes to leave will not be required in extreme emergency situations.
 - While students are in the nurse's office for evaluation, rest, or waiting to be picked up, all cell phones and electronic devices will be placed in a bin, and returned when the office visit is complete.

Conemaugh Valley Safety Assessment (Nurse's Evaluation Form)

Name: _____ Grade: _____ Birth Date: _____

Date: _____ Time: _____ Nurse Preparing Report: _____

<p>Physical Assessment</p> <p>Age: _____ BP: _____ HR: _____ Resp: _____ Temp: _____</p> <p>_____</p> <p>Physical Appearance & Clothes</p> <p>_____</p> <p>_____</p>	<p>Mental Alertness (circle all that apply)</p> <p>Confusion _____ Groggy / Stupor _____</p> <p>Decreased Attention Span _____ Poor Judgment _____</p> <p>Depression _____ Slow Reaction time _____</p> <p>Drowsiness _____ Euphoria _____</p> <p>Delusions _____</p>
<p>MEDICAL HISTORY (circle all that apply)</p> <p>Diabetes _____ Substance abuse _____</p> <p>Seizures _____ Fainting _____</p> <p>Taking Medication? _____</p> <p>_____</p> <p>When did you last eat? _____</p> <p>Are you sick or injured? _____</p> <p>Are you under the care of a doctor or dentist? _____</p> <p>_____</p>	<p>How many hours of sleep last night? _____</p> <p>Taken any drugs/alcohol in last 24 hrs? _____</p> <p>When? _____ What? _____</p> <p>Route? _____ Amount? _____</p> <p>SPEECH</p> <p>Clear _____ Rapid _____</p> <p>Incoherent _____ Thick and Slow _____</p> <p>Slurred _____</p>
<p>NEUROLOGICAL (circle all that apply)</p> <p>Is Coordinated _____</p> <p>Walks a straight line _____</p> <p>Can touch finger to nose _____</p> <p>Can touch toes _____</p> <p>Can stand on one leg with eyes closed _____</p> <p>Turns without staggering _____</p> <p>Alert and oriented _____</p>	<p>SYMPTOMS OBSERVED (circle all that apply)</p> <p>Affect/Emotion/Behavior: _____</p> <p>_____</p> <p>Silly/Giddy behavior _____ Instability _____</p> <p>Agitation _____ Quarrelsome _____</p> <p>Combative _____ Paranoia _____</p> <p>Exaggerated self-confidence _____ Flat affect _____</p> <p>Excitability _____ Flight of ideas _____</p>
<p>EYES (indicate yes or no)</p> <p>Normal _____</p> <p>Able to hold fixed position on lateral gaze _____</p> <p>Pupils reactive to light _____</p> <p>Red eyes _____</p> <p>Watery eyes _____</p>	<p>Other Symptoms</p> <p>Chills _____</p> <p>Runny Nose _____</p> <p>Cramps _____</p> <p>Tremors _____</p> <p>Chest pain _____</p> <p>Body Odor _____</p> <p>Dizziness _____</p> <p>Nausea-vomiting _____</p>

____ Not Impaired, RTC
 ____ home with parent/guardian

____ Administration referral
 ____ SAP Referral

____ 911
 ____ police

5. School Counselor

The School Counselor's role is to maximize student success and support achievement. Using a comprehensive counseling program that is data-driven, the school counselor provides direct and indirect services to promote access and equity for all students. The school counseling program focuses in the following three areas of development:

- Academic - for these purposes, academics includes: preparing report cards, communicating with students, parents, and teachers about grades, helping students with scheduling, helping develop the curriculum guide, preparing transcripts, SAT registration, ASVAB testing and being the School Assessment Coordinator for all PSSA and Keystone Examinations.
- Social/Emotional- this includes providing short-term individual counseling to students as well as referrals for long-term support, conducting small group counseling sessions and classroom guidance lessons, crisis prevention and response services and collaborating with community resources/agencies.
- Career Readiness - this includes supporting students in all postsecondary plans. This may be higher education, military or the workforce. The school counselor's role includes: assisting in the college/financial aid application process, preparing and sending transcripts, career exploration and planning, career readiness lessons, scholarships and assisting with employment opportunities.

6. Dean of Students

The Dean of Students is responsible for the oversight of attendance, behavior, and our cyber program. Attendance and Behaviors are directly related to the School Wide Positive Behavior and Intervention Support Team.

- Attendance
 - Maintaining Accurate Records
 - Conducting SAIC Meetings and other attendance plans with students
 - See Attendance Policy section for more details
- Cyber Coordinator
 - Helping Schedule Courses through CPDLF and other organizations
 - Monitoring Progress Weekly
 - Contact Appalachia Intermediate Unit 8 for more information on Cyber programming.
- Discipline
 - Processing discipline referrals according to this handbook.
 - Meeting with students and families to discuss discipline and related issues.
 - Discipline procedures are outlined in this handbook.
- SWPBIS
 - Attaching attendance, behavior, and grades to incentive days.
 - Creating opportunities for students to learn proper behaviors in school.
 - Developing a reward system for students that model appropriate behaviors.
 - See SWPBIS in Student Services section

7. Additional Related Services

- Students from CV may receive treatment, counseling, services, or lessons from any of the following: speech therapists, occupational therapists, school psychologists, mental health counselors, drug and alcohol counselors, social workers, probation officers, etc.
- The district outsources many of these services. Students receiving these services will be in a confidential, private, space.

8. Extracurricular Activities

In order to enhance and strengthen the educational experience, the school offers a wide variety of extracurricular activities: clubs, athletics, and courses that have work outside of the regular school day. All students are initially eligible to participate in all extracurricular activities. However, they must maintain good attendance, grades, and behaviors to remain eligible. The clubs, athletics, advisors, and coaches change frequently. If you are interested in learning about any of these services to the school, please contact the main office for more information.

9. Admiral Peary Area Vocational Technical School (APVTS)

Students entering grades 10, 11, and 12 have the opportunity to apply for admittance to the Admiral Peary Career and Technology Center. Admiral Peary offers opportunities for trade specific training. Requirements for admittance to Admiral Peary are as follows:

- Achieve and maintain an 80% grade point average
- Have 5 or fewer discipline referrals each year
- Have 15 or fewer non-medical absences each year.
- Recommendation of the building principal.

Students who do not meet and/or maintain the above requirements will not be approved for admittance to the Admiral Peary Career and Technology Center. Building level administrators are permitted to consider exceptions to the above requirements in unique circumstances.

Admiral Peary Frequently Asked Questions

Q: Can CTC students drive to APVTS?

A: No, with the following exceptions:

- NOCTI testing/Pre-Testing
- Senior Co-Op
- Any reasons that must have a parent notification and approval from both CVHS and APVTS.

Q: Can CTC students miss class for functions at the home school?

A: They may when deemed appropriate by building administration. These could include SWPBIS incentive days and specific assemblies.

Q: Fridays are shorter for Conemaugh Valley than for the CTC, are students permitted to miss on Fridays?

A: No, students signed up for the CTC and the school pays a significant amount per student to attend. Students should never miss the bus for CTC since they leave from the cafeteria. Appropriate discipline will be assigned should this occur.

Q: When Admiral Peary is canceled and CV still has school, do we need to attend?

A: Yes, students will report to Study Hall for the periods they are to be at APVTS.

Q: When CV is canceled and Admiral Peary still has school, do we need to attend?

A: This depends on the situation.

- No, if the cancellation is due to weather.
- Yes, if CV is scheduled to be off and APVTS is scheduled to be in school (rare)

10. Homebound Instruction

Teachers and parents shall notify the principal's office of all cases that deserve homebound instruction. Homebound instruction will be provided to students confined to home or hospital for physical disability, illness or injury, or when such confinement is recommended for psychological or psychiatric reasons.

Homebound instruction should begin when a doctor gives approval, provided homebound instruction is approved by the Board. Before homebound instruction is approved, it should be anticipated that a student is absent a minimum of three (3) to six (6) weeks.

How to apply for Homebound Instruction.

1. Access the form entitled "Homebound Instruction Application" on the school website.
2. This form **MUST** be completed by a physician.
3. School superintendent must approve the submitted form.
4. The school will begin the search for teachers to cooperate with Homebound Instruction.
5. Homebound Instruction can begin.

Homebound Instruction Rules and Regulations

1. The maximum hours of instruction allowed per week are 5 hours. Students on homebound for more than three months must have a new doctor's request.
2. A reason for "pregnancy" is not sufficient unless a physician cites and reports complications that prohibit the student from being in school.
3. 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.
4. Students must remain home during the regular school hours (7:45AM – 3:10PM).
5. Students cannot be employed during their period of homebound instruction.
6. Any cancellations of homebound instruction must be made by the parent or legal guardian directly to the teacher one day prior to the arranged instruction.
7. Failure to adhere to the cancellation policy will result in the loss of the hours for that day and zeros for all assignments planned for that day.
8. If homebound instruction is approved until the end of the school year, all work must be completed as of the last day of school for that academic year.

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 this instruction when:

1. The instructor's presence student's "residence" presents a hazard to teachers' health.
2. A parent/other designated adult is not 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.

11. Homeless Information

Please see the attached memo below regarding information about students who are homeless.

ATTENTION PARENTS AND GUARDIANS!

Federal Guidelines require that local schools identify, name children who are homeless. The federal mandate, and the intention of Conemaugh Valley School District is to ensure that homeless children and youth have access to a free appropriate public education on an equal basis with other children. Children who are homeless, including those living with others, may qualify for assistance with school lunch, school supplies/materials, tutoring, and transportation so that they can remain in their school of origin.

If you believe your child(ren) may qualify for this service, please contact the principal or guidance counselor of your child(ren)'s school. You may also contact me at (814) 535-5005.

Homeless children may be identified as living in the following situations:

- Public or private shelters;
- Public or private places not designated for/or ordinarily used as regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.;
- Living with parents in a domestic violence shelter;
- Individuals and/or families living with relatives or friends due to lack of housing;
- Living in transitional housing programs;
- Runaway children (under age 18) and children who have been abandoned or forced out of home by parents or other caretakers. They may be in temporary shelters awaiting assistance from social services agencies, may live alone on the street, or may move from place to place among family members, friends or acquaintances. This also includes such youth from 18-21 of age who may still be eligible for educational services in regular or special education;
- School-age, unwed mothers or expectant mothers living in housing for unwed mothers when they have no other available living accommodations.

If your living situation changes during the school year or over the summer and you and your child(ren) become homeless, please be sure to contact the schools. We will work with you so that your children's education is disrupted as little as possible.

Sincerely,

Mr. Shane Hazenstab, Superintendent

Homeless Program Liaison

GRADING POLICY

A	B	C	D	F
93-100%	85-92%	75-84%	65-74%	Below 65%
The minimum grade that can be earned for any quarter is a 45%.				
The maximum grade that can be earned is 100%				

Guiding Principles for the preparation of Report Cards are as follows:

- Mastery vs Completion: Teachers are required to have a minimum of 70% of their points each quarter be for Mastery/Accuracy of content. The remainder may be a combination of Participation, Work Ethic, and Completion.
- Teachers are required to have a minimum of 9 graded assignments per quarter (avg. 1 per week)
- Teachers have the autonomy to and are encouraged to incorporate a variety of student assessments throughout each quarter.
- The final report card grade is a summary of students' learning for the school year.
 - The Final Grade is an average of the 2 Semester Grades
 - The Semester Grades are an average of the first 2 quarters and last 2 quarters.
- Students who have a D or an F at the respective mid-quarter marks must receive a phone call from their teachers. In severe cases, parents will receive calls from the school.
- It is most essential that parents and students access grades throughout the year, Please contact the high school if you need help with PowerSchool.
- Teachers, students, or parents may request a meeting to discuss student progress at any time.
- Incomplete work can be made up at the discretion of the teacher each quarter.
- See the Definitions sections of the handbook for the descriptions of Honor Roll and High Honor Roll

JUNIOR & SENIOR HIGH NATIONAL HONOR SOCIETY

The purpose of the Junior and Senior High National Honor Society is to create enthusiasm for scholarship, better the school and community, and to encourage development of character in the members of the chapter and all students in the school.

Membership is a privilege and must be earned. Members are expected to be involved in NHS activities and to be active in the chapter's business. Members will be selected annually by a defined process and may be dismissed from the group for specific reasons in conflict with the principles of the National Honor Society or with the bylaws.

Selection to the National Honor Society will be based on the four pillars of NHS: Scholarship, Service, Character, and Leadership as defined by the bylaws. National Junior Honor Society also considers the fifth pillar – Citizenship. The induction ceremony will be held once each year; usually in April or May.

The criteria for eligibility for both NHS and NJHS are outlined on the next page. CVHS by-laws are available on our school website and by request. They outline the application and decision-making procedures.

CVHS National Honor Society Qualification Information		
The Five Pillars	National Honor Society	National Junior Honor Society
<i>Scholarship</i>	<u>GPA</u> : non-weighted, non-rounded, cumulative average of 95% by the end of Q3 of application year.	<u>GPA</u> : must attain honor roll, by CVHS definition, in the last three quarters of grade 7 and the first three quarters of grade 8.
<i>Leadership</i>	<u>Point System</u> : per CV's NHS by-laws. Students must achieve the minimum required points.	<u>Activities</u> : Students must participate in at least two (2) CV-sponsored activities or verified community service activities.
<i>Service</i>	<u>Community Service Point System</u> : per CV's NHS by-laws. All service must be verified and cannot be connected to CVHS required curriculum.	<u>Service Hours</u> : Students must complete ten (10) verified service hours from the start of grade 6. These hours may be completed through the school and/or community.
<i>Character</i>	<u>Attendance</u> : 0 unlawful absences starting in grade 9. <u>Discipline</u> : no suspensions or repeated detention infractions. Improvement from previous years may be considered. <u>Personal</u> : attitude, demeanor, social media posts, photos, chats, etc. are a reflection of one's character and may be considered for new/current members.	<u>Attendance</u> : 0 unlawful absences in 7th or 8th grade. <u>Discipline</u> : in 8th grade - no suspensions or repeated detention infractions. Improvement from previous years may be considered. <u>Personal</u> : attitude, demeanor, social media posts, photos, chats, etc. are a reflection of one's character and may be considered for new/current members.
<i>Citizenship</i>	n/a	Once inducted, NJHS members will work with the SWPBIS team to understand the importance of civic engagement in a school setting.
<i>Other Notes</i>	Eligibility begins with the first day of 9th grade and continues through the application year in either 11th or 12th grade. All additional information is provided in the CV NHS and NJHS by-laws, which can be found on our school website.	<i>2022 eligibility standards completed for grade 7 will remain in place for 2023 induction.</i> Parents/guardians of eligible students will be notified in writing by mail. The same activities may not be used for Service AND Leadership.

PROGRESSIVE DISCIPLINE STRUCTURE

Throughout this handbook, you will see that infractions are given different levels and that some may be classified at various levels. School administration reserves the right to classify the severity of the infraction and assign the appropriate discipline. Repeated offenses may result in an increased severity of disciplinary action.

POTENTIAL DISCIPLINARY MEASURES

LEVEL 1: <ul style="list-style-type: none">• Notification of Parents - except for a given warning• Detention(s)• Verbal or Written Warning• Restricted Hall Pass• No Contact Order• Individualized Electronics Plans• Revoking Driving or Bus Privilege• Round-Table Discussions• Written/Read Apologies• Other Penalty Equivalent to the Action• Educational Assignments/Lessons• Conference with School Counselor• SAP Referral• Restricted Hall Pass• Community Service• Change of Clothes	LEVEL 2: <ul style="list-style-type: none">• Mandatory Notification of Parents• Any Level 1 Penalty may be assessed• May be a result of consecutive Level 1 infractions• Increased Level 1 Penalty• Suspension (BIC)<ul style="list-style-type: none">○ In or Out of school○ 1, 2, or 3 days
LEVEL 3: <ul style="list-style-type: none">• Mandatory Notification of Parents• May be a result of consecutive Level 1 and/or 2 infractions• Any Level 1 or 2 Penalty may be assessed• Local authorities may be notified• Mandatory payment of damages• Court/Magistrate fines• Suspension from school activities• Possible recommendation of Alternative Education placement• Required SAP participation• Disciplinary measures may include a meeting with school administration	
LEVEL 4: <ul style="list-style-type: none">• Expulsion from school up to one year (school board hearing required)• Any Level 3 Penalty may be assessed	

DETENTION

PM detention will be served every Friday from 12:50-2:50pm. On certain occasions, it may also be scheduled on Tuesdays and Thursdays from 2:50-4:20pm. The following outlines our detention procedures.

- The only permissible electronic device is the school-issued Chromebook.
- Students must have work to do for school or must bring something from home to occupy the time quietly in detention.
- Students must arrive at the detention classroom on time.
- All school rules apply.

SUSPENSION AND EXPULSION - School Board Policy #233

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

Exclusion from School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

Informal hearings under this provision shall be conducted by the building principal.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The district shall provide for the student's education during the period of in-school suspension.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

The formal hearing shall observe the due process requirements of:

- Notification of the charges in writing by certified mail to the student's parent/guardian.
- At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
- The hearing shall be private unless the student or parent/guardian requests a public hearing.
- Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
- Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
- The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
- The right to testify and present witnesses on the student's behalf.
- A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
- The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - The need for laboratory reports from law enforcement agencies.
 - Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.

SCHOOL RULES

The Conemaugh Valley Board of Education has the authority to make reasonable and necessary rules governing the conduct of all students in the school district. These rules are designed within the statutory and constitutional constraints of the laws of Pennsylvania, or which may be implied as necessary for the orderly operation of the school. The following school rules are assumed to be “reasonable” until they are rescinded or waived. Therefore, students are required to comply with the rules and policies of the district.

****BASED ON THIS GUIDE BUILDING ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DISCIPLINE & SCHOOL STRUCTURE ON A CASE-BY-CASE BASIS.**

****ALL RULES LISTED BELOW ALSO APPLY DURING ONLINE/REMOTE LEARNING, SCHOOL FUNCTIONS/TRANSPORTATION, AND FLEXIBLE INSTRUCTION DAYS.**

1. **ALCOHOL (Level 3 or 4)**

This includes possession of and/or being under the influence of alcohol. See the policy on Drugs and Alcohol for more in-depth procedures.

2. **ARSON (Level 3 or 4)**

The criminal act of deliberately setting fire to property.

3. **ASSAULT (Level 3 or 4)**

A student shall commit an assault if he/she:

- a. Attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another student; or,
- b. Negligently causes bodily injury to another student with a weapon, as defined by school board policy #218.1.
- c. Attempts by physical menace to put another student in fear of imminent serious bodily injury.

4. **ASSAULT on FACULTY/SCHOOL PERSONNEL (Level 3 or 4)**

- a. Assault can be any physical reaction towards teachers and/or other school personnel. Physical reaction is defined as pushing or threatening with a weapon (includes one's fist). This includes an actual striking, kicking, spitting, use of a weapon, or premeditated threatening with a weapon against school personnel.
- b. All Offenses- Immediate removal from the premises, mandatory 3-day suspension and informal hearing with the superintendent, a parental conference with administration, and charges filed.
- c. If serious or consecutive events occur, students could be subject to a formal hearing before the School Board of Directors for consideration of expulsion and additional charges filed.

NOTE: The teacher and/or school reserve the right to file charges against the student(s).

5. **BOOKBAGS (Level 1)**

- a. Students are permitted to carry any book bag or backpack to and from school.
- b. Book bags and backpacks are not permitted during school hours and must be in the students' lockers.
- c. Students may use a “cinch” bag or drawstring bag only for clothing use for Physical Education class.
- d. Students may carry a bag with personal items that does not exceed 4.5” x 6.5”. This does not have to be clear. Purses larger than this will be considered a bookbag.
- e. An exception may be made for medically necessary items after proper inspection by CVHS administration.
- f. Violation of the policy is a reasonable suspicion for a search.

6. **BULLYING/CYBER-BULLYING (Level 1, 2, 3, or 4)**

See Appendix B (School Board policy #249) on the school's responses to bullying and cyberbullying.

7. CHEATING / PLAGIARISM (Level 1)

When an offense of cheating/plagiarism occurs, a zero (0) grade will be given to the student for the assignment, test, and/or quiz. The classroom teacher will notify the parent of the incident and will report the incident to CVHS Administration.

If a teacher suspects cheating, he/she may retest/reassign at his/her discretion.

8. DISRESPECT TOWARD FACULTY / SCHOOL PERSONNEL Level 1, 2, or 3)

- a. Failure to follow faculty/school personnel directive
Students must comply with all reasonable directives from faculty and staff.
- b. Failure to Identify
Students must identify themselves when asked by school personnel.
- c. Lying/False Accusation
Students who are deliberately untruthful. This includes false Safe2Say reports, false Incident Reports, and false statements to faculty/staff.
- d. General Disrespect
Disrespect also includes, but is not limited to:
 1. Addressing the teacher/staff member by anything other than Mr., Miss, Mrs., Ms., Coach per request of the staff member. Teachers will let students know what they deem respectful/disrespectful.
 2. Comments, actions, or behaviors that show a lack of respect toward other students or faculty/staff.

9. DRIVING VIOLATION (Level 1, 2, or 3)

- Speeds a maximum speed of fifteen (15) miles per hour on all property owned by CVSD.
- Student drivers are not permitted to park in the faculty parking lot.
- Students may park only in their designated spot in the student lot.
- All traffic signs posted must be followed.
- Once students drive onto school property, they are not permitted to leave until dismissal or unless they have permission from building administration.
- Student drivers are not permitted to leave until all buses have been dismissed.
- During the school day, students must be escorted to their cars by a school staff member.
- Police are called in the event of an accident and handle all related matters.
- Vehicles may be searched with reasonable suspicion of illegal activity. Search policies apply.
- CVSD Policy does not permit the following: motorcycles, ATVs, bicycles, or related vehicles.
- Loss of driving privileges for rule violations:
 - 1st offense - 5 days, 2nd offense - 10 days, 3rd offense - remainder of school year
 - A "loss of driving privilege" means that the student must either ride the district provided transportation or be dropped off by a parent/guardian.

10. DRESS CODE (Level 1, 2, or 3)

Students of the Conemaugh Valley School District must be dressed in a non-revealing, non-distracting manner. Safety is also a priority regarding clothing. The following highlights some of the expectations as it pertains to student dress. **CVHS administration makes the final determination on appropriate clothing/outfits.**

- a. The fitting, length, and open skin exposure of all outfits must be considered school appropriate and non-distracting to the educational environment.
- b. Shoes must be worn. Slippers are not acceptable. They must also be safe and secure. CVHS will not assume responsibility for any accidents or injuries caused by unsafe footwear.
- c. Suggestive slogans and symbol decoration on clothing and accessories are not permitted (ex. promoting drugs/use, alcohol/use, sex, discrimination, weapons, etc.).
- d. Any style of dress that creates a safety or health hazard to oneself or others is not permitted. Staff may establish and communicate classroom/practice rules and regulations as they deem necessary for student safety.
- e. Hats, hoods, coats, blankets, and other head/face coverings are not permitted during the regular school day without administrative approval (medical or religious reasons). As a student safety issue, all students need to be identifiable at all times.

11. DRUGS - ILLEGAL (Level 3 or 4)

This includes possession, sales, or being under the influence of illegal substances. See the policy on Drugs and Alcohol for more in-depth procedures.

12. DRUGS - PRESCRIPTION/OTC (Level 1 or 2)

All prescription/OTC medications must be given to the nurse for proper handling. Students may only carry items on them if approved by the nurse. Please contact the nurses to make arrangements.

13. ELECTRONICS - PERSONAL DEVICES (Level 1 or 2)

The following classify as personal electronic devices: home computers/laptops, cell phones, tablets, mp3/music players, smart watches, earbuds, headphones, or other non-medically necessary devices.

- Personal computers may not be brought into the school without administrative permission.
- Hearing screening data provided evidence that earbuds may be causing educationally disruptive hearing issues with students. Students may only wear earbuds/headphones during non-instructional time or when working independently with teacher permission.
- **Grades 7-8:** Personal electronic devices of any kind are prohibited for all students in grades 7 & 8 during the school day. Earbuds linked to Chromebooks are permitted with permission.
- **Grades 9-12:** Electronic devices are only permitted in the classroom with teacher approval. Teachers will communicate their individual classroom electronics policy to all students at the beginning of the year in their course syllabus. Students will adapt to individual teacher policies. They may permit or deny the use of student-owned technology devices in their classrooms at any time, for any reason.
- When there is a violation, students are required to turn in their device to their teacher and may take it home at the end of the school day. The teacher will report the violation.
- The number of days of the cell phone plan will be determined by the severity of the action.

14. ELECTRONIC DEVICES CELL PHONES - MAIN OFFICE (Level 1)

Students waiting in the main office are not permitted on personal devices. This includes waiting in the main office/lobby area and when meeting with CVHS officials. Devices must be turned off.

15. FAILURE TO REPORT TO DETENTION (Level 2)

Students that fail to report to scheduled detention will receive level 2 discipline and will be required to make up the missed detention.

16. FIGHTING (Level 3)

Students will be considered involved in a fight if they are an “aggressor” against another person by any means. Students are permitted to protect themselves, but may not engage/retaliate as a part of self-protection. **Charges may be filed if a student makes aggressive contact with another.**

17. HARASSMENT/EXTORTION (Level 2, 3 or 4)

Depending on the severity of the case, harassing students for the purpose of obtaining money or other advantages, or which results in the intimidation of other students is prohibited. Please see the Harassment policy for more information.

18. INAPPROPRIATE BEHAVIOR / SAFETY VIOLATION (Level 1, 2, 3, or 4)

Inappropriate behavior is defined as behavior or language that...

- a. includes any actions causing injury or a safety concern towards other students or himself/herself.
- b. causes a disruption of the normal operations of the school.
- c. Is discriminatory based on gender, race, sexuality, demographics, intelligence, etc.
- d. is not otherwise specified in this handbook deemed inappropriate by staff. Some examples include, but are not limited to: snowballing, lunch misbehavior, more than one person to a restroom stall, “horseplay”, inappropriate internet searches, profanity and/or abusive language, inappropriate intentional physical contact, pulling a fire alarm, being a lookout or giving a warning for an inappropriate act, etc.

19. LATE TO CLASS (Level 1 or 2)

Being late to class means that students are not in their assigned area when the late bell rings. Teachers may require that students are also “ready for learning” when the late bell rings. Consequences for this are consistent with consequences for being late to school/homeroom.

- 4 Tardies: Level 1
- 8 Tardies: Increased Level 1 – student may participate in school activities
- 12 Tardies: Level 2 – no school activities
- 16 Tardies and every 4 after: Increased Level 2 – no school activities

20. LATE TO SCHOOL (Level 1 or 2)

Students who arrive to homeroom after 7:40 will be documented as a tardy for their official student attendance. The penalties are the same as #19 above, with additions for student drivers. ***Students losing driving privileges will need to get transportation from their guardians or the bus, and not permitted to ride with other students.**

- 4 Tardies: Loss of Driving – 5 days
- 8 Tardies: Loss of Driving – 10 days
- 12 Tardies: Loss of Driving – 15 days
- 16 Tardies and every 4 after: Loss of Driving – number of school days remaining

21. LEAVING THE BUILDING (OR SCHOOL PROPERTY) WITHOUT PERMISSION (Level 3)

Students are not permitted to leave the building without permission from CVHS Administration or security and must be escorted by a staff member.

22. MISSING THE BUS (Level 1 or 2)

Any intentional act of missing a bus or intentionally delaying a bus from leaving may be disciplined accordingly. The school provides safe transportation in a timely manner to all students. This includes bus travel to and from the regular school day, field trips, athletic events as a player or spectator, etc.

23. MORNING ARRIVAL (Level 1)

All students will enter the building through the front entrance (Single Point of Entrance). Students are not to loiter outside the building upon arrival in the morning.

24. ON SCHOOL PROPERTY WHILE SUSPENDED (Level 2)

Students who are suspended for the day are not permitted to be on school grounds once they get home after school. They may not attend or participate in school activities on those days.

25. OPEN CONTAINERS & DRINKS (Level 1, 2, 3, or 4)

The school permits beverage containers as a privilege. Exceptions/decisions will be made as deemed necessary by CVHS administration.

- a. Staff members may check containers if there is reasonable suspicion of an illegal substance.
- b. Teachers will have their own classroom policies regarding classroom beverages and will be communicated with the students through the class rules in their syllabi.

26. OUT OF ASSIGNED/DESIGNATED AREA (Level 1 or 2)

- a. All students are assigned classrooms and restrooms. There is a reasonable expectation for students to be in their assigned areas.
- b. Restrooms: First floor classrooms will utilize the first floor restrooms. Second floor classrooms will utilize the second floor restrooms. If students need to use a different restroom in the case of an emergency, they may go to the nurse, who will determine if the need is appropriate.
- c. Students out of the classroom for an unreasonable amount of time may be subject to an Out of Assigned Area investigation.
- d. Out of assigned area may include students who arrive at class after the late bell without a pass. Teachers have the right to request an investigation of suspicious cases
- e. Class Cut - a type of out of assigned area where the students do not report for a scheduled class.

27. PUBLIC DISPLAYS OF AFFECTION (PDA) (Level 1, 2, or 3)

A healthy moral climate is in the best interest of the school and community. During school hours and school sponsored activities and trips, physical contact such as kissing, etc. will not be condoned.

28. RECORDING IN SCHOOL (Level 2 or 3)

Unless permitted by a professional staff member, the audio, video, or photography of staff and other students is strictly prohibited.

29. RETALIATION (Level 1, 2, or 3)

Retaliation describes an act of revenge for any reason. It is also described in the district's Bullying and Cyberbullying policy.

30. SMOKING, SMOKELESS, or CHEWING TOBACCO (Level 2, 3, or 4)

Students smoking/vaping, using tobacco, or possessing tobacco (or look alike) products within the high school property at any time will receive the following discipline. A student may be classified as a "User" or "Distributor".

- A 'User' is a student who is caught in the act of using an illegal product or possessing one.
- A 'Distributor' is a student who is caught with two or more (2+) illegal items and/or caught passing one (1) illegal item to another student.
- Please see **Article IX of the Drug and Alcohol Policy** in this handbook for the procedures followed by administration.
- The discipline structure is outlined below:

Minimum Penalty	USER	DISTRIBUTOR	SALES or TRAFFICKING
1st Offense	<ul style="list-style-type: none">• 1 Day ISS/BIC• Educational Programming• SAP Referral• Charges Filed (if 17 or older)	<ul style="list-style-type: none">• 3 Days ISS/BIC• Required Related Educational Programming• SAP Referral• Charges Filed	<ul style="list-style-type: none">• 3 Days ISS/BIC• Charges Filed• Informal Hearing with Administration
2nd & Additional Offenses	<ul style="list-style-type: none">• 3 Days ISS/BIC• Required Community Service• Charges Filed	<ul style="list-style-type: none">• 3 Days ISS/BIC• Informal Hearing with Administration• Charges Filed• Community Service	<ul style="list-style-type: none">• 3 Days ISS/BIC• Charges Filed• Informal Hearing• Request for School Board Hearing

30. THEFT (Level 3)

Theft is the taking of another person's property or services without that person's permission or consent with the intent to deprive the rightful owner of it

31. VANDALISM (Level 1, 2, or 3)

The action involving deliberate destruction of or damage to public or private property, including school issued materials.

32. WEAPONS - POSSESSION, USE, OR TRANSFER (Level 3 or 4)

Please refer to the definitions section of the handbook and to district policy #218.1 for specifics regarding weapons.

33. WITNESS INTIMIDATION (Level 2 or 3)

Any student who uses force, threats, bullying of any type, or coercion to convince/keep another student from telling the truth during a school investigation will be reprimanded based on the severity of the action. Students have a basic right to feel safe.

FREEDOM OF EXPRESSION

1. Policy Statement on Freedom of Expression

Students have the right to express themselves **unless such expression directly interferes with the educational process**, threaten immediate harm to the welfare of the school or community, or encourage unlawful activity, or interfere with another individual's rights.

2. Bulletin Boards

Bulletin Boards are located throughout the buildings and are to be used only for announcements relating to school matters. Permission to post any information must be secured through the building principal's office.

3. Distribution of Literature, Leaflets, and Newspapers

The distribution of leaflets, newspapers, and other printed material on school district properties by staff and students of the school district are permitted only with the approval of the building principal.

4. Buttons, Badges, and Armbands

The wearing of buttons and badges or armbands bearing slogans or sayings is prohibited if, the message expressly or by implication is obscene according to the current legal definition or libelous or if the wearing of the object presents danger to the physical safety of the wearer. This includes any displays on technology devices.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

The following is from School Board Policy #807 - Opening Exercises. Each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony.

Parents of students refusing to salute the flag shall be informed by the building principal and the parent or guardian shall be required to furnish the school administration with a written statement of their child's conscientious objection.

ACCESS TO SCHOOL FACILITIES

The principal shall adopt and publish building guidelines for student use of school facilities and equipment. Every request for the use of school facilities by students outside of the usual school hours will be presented to the principal who will make necessary arrangements if the use of the school facilities is approved.

LOCKERS & SEARCHES

1. Lockers. Courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience.

- a. Each student is assigned a locker for use during the year. The lockers remain the property of the school. Students are to keep lockers clean. For security reasons, neither lockers nor combinations are to be shared with another student. When not in use students are encouraged to make certain their lockers are locked.
- b. Valuables. Money and valuables are not to be stored in your locker or gym locker. Articles lost or stolen from school lockers are not covered by school insurance. Ask the teacher to secure them for you, or simply do not bring them.
- c. Searches of Lockers. School authorities may search a student's locker and remove any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. When a student's locker is being searched, the student whenever possible will be notified and given an opportunity to be present, but presence is not required to conduct the search.

School authorities may search the student's locker without prior warning in seeking contraband, because, standing in loco parentis, school authorities are charged with safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of board power over students. The Courts have reasoned that the school extends locker use to students only for legitimate purposes.

2. Body Searches. The Conemaugh Valley School District establishes the following policy relative to a body search (full clothes - "frisk") of any students:

- a. There shall be no body searches, unless the following conditions exist:
 - o Based on reliable information determined by the principal or designee, a student is suspected of having on his or her person, a substance or device that could be harmful to the student or others. Students should be detained in the principal's office until parents are informed. Parents will be asked for permission to conduct a search. They may be present at the time of the search or may give permission over the telephone. Witnesses should be present.
- b. No body search will be conducted unless at least two (2) members of the staff of the District are present, and...
- c. No body search will be conducted unless the members of the staff of Conemaugh Valley School District present consist of at least two (2) females or (2) males.
- d. In case permission is not given and a body search is required under any of the exceptions listed above, the local authorities (police) will be asked for assistance.
- f. Periodically, in conjunction with the Cambria County Drug and Alcohol Task Force, trained dogs will be brought into the school to do locker searches.

3. Detection Wands. When there is reasonable suspicion of potentially illegal activity, school administrators have the right to use a metal detecting wand to search for items that could lead to disciplinary action. This is not a body search and parents do not need to give permission. School administration will call parents after a search whether illegal items were found or not.

4. Vehicle Searches. Vehicles may be searched upon the same reasonable suspicion as lockers. At least two school officials (principal, security, dean, administrator, etc.) must be present along with the student. A parent/guardian will also be notified prior to the vehicle search and will be given the opportunity to be present.

DRUG AND ALCOHOL POLICY

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 (it may or may not relate to substance use) about consistent inappropriate behavior, attitude, poor class performance, tardiness, absenteeism, etc.

1. *Immediate Action:* Teacher should refer the student to the SAP Team and nurse, counselor, dean, or principal.
2. The administration team, will make the decision to call 911 or release the student to parent/guardian after filling out a Safety Assessment. You can see the Safety Assessment form in the Student Services section of this handbook.
 - If a determination is made that the student is medically unstable, 911 will be called immediately, with the parents assuming the cost of transport.
 - If it is determined that the student is medically stable, he/she may be released to the parent/guardian.
 - Regardless, the parent/guardian MUST have the student evaluated by a doctor. Evidence pertaining to the doctor visit MUST be returned to the school. Failure to comply with these guidelines will result in an assumed violation of the Drug and Alcohol Policy.
3. *Investigation:* The SAP Team will investigate upon referral from the teachers.
4. *Notification of Parents/Guardians:* None is mandated.
5. *Confidentiality:* Confined to those with a need to know as mandated by school policy.
6. *Disposition of Substance:* Not applicable.
7. *Disposition of Student:* SAP team referral and recommendation.
8. *Discipline:* None is mandated.

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. You can see the form the nurses use in the Student Services section of this handbook.
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 may be submitted to a police lab.
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.
8. *Notification of Police:* Not mandated.

ARTICLE III – FIRST OFFENSE COOPERATIVE

If the student is caught with or under the influence of chemicals (drugs/alcohol) for the first time and is cooperative with the investigation and follow through:

1. *Immediate Action:* School personnel will confiscate the chemical(s) and escort the student to the principal or his designee. SAP 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 cannot be 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 be sealed, documented, and may be submitted to a police lab.
6. *Disposition of Student:* Refer to SAP 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 30 school days and all school related activities within the exclusion period, and required participation in chemical abuse program. CVSD administration may create a comparable alternative to the 30 days of no school activities as appropriate.
8. *Notification of Police:* Not mandated.
9. *SAP Team Assessment:* Failure to meet the SAP 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 as determined by the building principal or designee:

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 SAP 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 cannot be 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 may be submitted to a police lab.
6. *Disposition of Student/SAP Assessment:* Refer to SAP 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 90 school days and all school related activities within the exclusion period, and required participation in chemical abuse program. Refusal to complete a chemical abuse program may result in a hearing before the board for possible expulsion. CVSD administration may create a comparable alternative to the 90 days of no school activities as appropriate.
8. *Notification of Police:* Required.

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 SAP 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/SAP Assessment:* Refer to SAP 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 90 school days and all school related activities within the exclusion period, and a possible expulsion hearing. CVSD administration may create a comparable alternative to the 90 days of no school activities as appropriate.
8. *Notification of Police:* Required

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 SAP 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/SAP Assessment:* Refer to SAP 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 possible expulsion hearing. CVSD administration may create a comparable alternative to the year of no school activities as appropriate.
8. *Notification of police:* Required.

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 SAP 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 the 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/SAP Assessment:* Refer to SAP 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, exclusion from school activities for one calendar year, and a possible expulsion hearing. CVSD administration may create a comparable alternative to the year of no school activities as appropriate.
8. *Notification of Police:* Refer to notification procedures in Articles III, IV, V, and VI.

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 SAP Team will be notified.
2. *Investigation:* Police will handle from a legal point of view. The SAP 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/SAP Assessment:* Refer to SAP 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, possible 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. CVSD administration may create a comparable alternative to the year of no school activities as appropriate.
8. *Notification of Police:* Required and charges will be filed with the police.

ARTICLE IX – TOBACCO/SMOKELESS PRODUCTS

The student is found or in possession of tobacco (cigars, cigarettes, pipes, vaping devices, chewing tobacco, snuff, or any look alike) 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 SAP 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:* SAP Team referral and recommendation to attend Breathe PA
7. *Discipline & Notification of Authorities:* See the **Rules Section #30**
8. *SAP 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 and assisted with making a self-referral to the SAP Team.
2. SAP 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 SAP Team recommendations, no disciplinary action will be taken.
4. If student does not comply with SAP Team recommendation, parents/guardians will be notified immediately, student will be monitored by the SAP Team, and student will be classified as uncooperative for the next offense.

STUDENT TRANSPORTATION POLICY

1. School-Provided Transportation.

Safety and the proper social attitude in bus transportation are of prime concern to the administration and the Board of Education. Students need to familiarize themselves with the obligations and courtesies of public transportation.

A student, who cannot maintain self-discipline while utilizing transportation facilities, forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on his bus and in accordance with the Pennsylvania School Code and has the same authority as a teacher. The relationship of the operator and student must be one of cooperation.

Students will not be permitted to get on or off at any stop other than their own, unless consent is obtained from the parent and approved by the bus company.

2. Privately Owned Vehicles & Student Drivers.

The following guidelines were established through the Student Council and approved by the Conemaugh Valley Board of Education concerning the driving of motor vehicles to Conemaugh Valley High School:

- Being a student driver is a privilege, not a right. Students are all assigned a bus pickup time and return home time. Parents and students must be aware of this and must contact Ribblett Bus Company with any questions.
- Students must apply for a driving permit in order to drive to and from the regular school day. Permission must be granted by CVHS Administration for any extenuating circumstances. To receive/maintain a permit, students must:
 1. Complete all necessary main office paperwork, including providing proof of license and insurance
 2. Pay a non-refundable \$25 registration fee (\$15 if after January 1)
 3. Park in the assigned parking spot.
 4. Have the permit displayed on their rear-view mirror during regular school hours..
 5. Follow all traffic rules/regulations
- Parking Permits are not transferable from student to student or from car to car.
- Any school policy violation, including late to school, can result in the loss of driving privileges. See the Rules section.
- Safety will always be a priority. School officials/security may refuse a car to the parking lot if there are suspected safety hazards.
- Non-approved, illegal, or unsafe vehicles may be towed at the owner's expense.

3. Discipline.

- Violations of the Policy on Student Transportation and related penalties are addressed in #9 of the Rules section entitled "DRIVING VIOLATION".

ATTENDANCE POLICY - School District Policy #204

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy, and administrative regulations.

Definitions

Beginning with the academic year 2020-2021, **compulsory school age** shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

Guidelines

1. Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study, or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

- 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 that preclude regular attendance.
- Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
- Students attending college who are also enrolled part-time in district schools.
- Students attending a home education program or private tutoring in accordance with law.

- Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
- Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
- Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.

2. Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- Quarantine.
- Family emergency.
- Recovery from accident.
- Required court attendance.
- Death in family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request.
- Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
 - The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - The student shall furnish the signed excuse to the district prior to being excused from school.
- Observance of a religious holiday observed by a bonafide religious group, upon prior written request from the person in parental relation.
- Non school-sponsored educational tours or trips, if the following conditions are met:
 - The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame.
 - The student's participation has been approved by the Superintendent or designee.
 - The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
- College or postsecondary institution visit, with prior approval.
- Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.

The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

a. Temporary Excusals - The following students may be temporarily excused from the requirements of attendance at district schools:

- Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
- Students participating in a religious instruction program, if the following conditions are met:
 - The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

- The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
 - School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.
- b. Parental Notice of Absence – Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.
- c. Cumulative, excused absences include the following:
- A maximum of fifteen (15) days of cumulative lawful absences for elementary students verified by parental notification shall be permitted during a school year. All absences beyond fifteen (15) cumulative days shall require an excuse from a licensed practitioner of the healing arts.
 - A maximum of ten (10) days of cumulative lawful absences for middle school and high school students verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.
3. Unexcused/Unlawful Absence
- For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.
- An out-of-school suspension may not be considered an unexcused absence.
- a. Parental Notification – District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.
4. Enforcement of Compulsory Attendance Requirements
- a. Student is Truant – When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.
- The notice shall:
1. Be in the mode and language of communication preferred by the person in parental relation;
 2. Include a description of the consequences if the student becomes habitually truant; and
 3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
- The notice may include the offer of a School Attendance Improvement Conference.
- If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.
- b. School Attendance Improvement Conference (SAIC) – District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC. The purpose of the SAIC is to examine the student's absences and reasons for the absences

in an effort to improve attendance with or without additional services. The following individuals shall be invited to the SAIC:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.

c. Student is Habitually Truant and under 15 years of age. The district staff:

1. Shall refer the student to a school-based or community-based attendance improvement program or the local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.

d. Student is Habitually Truant and 15 years of age or older. The district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.

e. Filing a Citation – A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

5. Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy.

6. Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment, or transfer for truant behavior.

CVHS Attendance - All procedures are supported under Policy 204.

- Students coming to school after the end of period 1 will be considered a half-day unlawful. An exception will be a student who arrives by the start of period 2 with a written doctor's excuse stating that the student had a morning appointment. That student will be marked present for the whole day.
- Students leaving the school prior to the end of period 2 and not returning will be considered absent for the entire day.
- Those students leaving the school prior to one hour before dismissal and not returning must provide a valid medical excuse will be considered a half-day unlawful.
- Any student with a legal medical excuse that is only missing 1 hour of the school day (leave and return with a medical slip) will be marked present for the day.
- Students who have accumulated more than 18 Cumulative Absences (10% of the school year) may be ineligible for any field trip and removed from any extra-curricular activities, including Prom and NHS. Teachers, advisors, coaches, and the SWPBIS team may have more restrictive requirements for student attendance/participation in their activities.

CVHS Definitions/Procedures of Other Types of Absences

- Vacation -
 - Parents must submit a written request stating the reason, educational value, and duration of the trip.
 - Parent excuses for vacations are limited to a total of five days. These count toward the 10 parent days.
 - If approved, an Excusal from School form, will be completed by the student's teachers.
 - Administration may deny approval on the basis of grades, discipline or other relevant factors.
 - Unapproved absences for vacation are considered unlawful.
 - Vacations will not be approved during any standardized testing windows for tested students.
 - Vacations will not be approved for the last two weeks of school (last 10 school days).
- Appointments - in order for appointments to be considered legal/medical absences, they must be accompanied with a professional/medical excuse or a court document.
 - Student drivers may drive to their own appointments with parent permission in writing.
- Educational Trips
 - For an educational tour or trip, students must present the details for approval to the principal at least one week in advance. The principal will consider attendance, grades, and other factors when determining approval.
 - Students must be accompanied, regardless of age, by adult supervision.
 - The school must have the names and contact information of the adult supervisors.
 - 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. Anything over 5 will have to be approved by the Superintendent or will be considered unlawful.
 - Once approved, the students are responsible for contacting teachers and completing all assignments.
 - Educational trips will NOT be approved during Standardized Testing Windows.

A student seventeen (18) years of age or older, who accumulates eighteen (18) days of unexcused absences may be dropped from attendance for the school year. This requires principal and superintendent approval.

FIREARMS/WEAPONS POLICY

Firearms as defined in 18 U.S.C. Section 921, which is part of the federal criminal code, is as follows:

1. The term “firearm” means:
 - a. Any weapon (including a starter gun which will or is designated to or may readily be converted to expel a projectile by actions or an explosive)
 - b. The frame or receiver of such a weapon
 - c. Any firearm muffler or firearm silencer
 - d. Any destructive device - which is defined, in part, as meaning any explosive, incendiary or poison gas bomb, grenade, rocket, mine or similar device.
2. Students who bring a copy of a firearm, knives, clubs, etc., to school and use such to harm or threaten to harm another individual will also be expelled for one year.
3. When a special education student engages in prohibited behavior the district will comply with all state and federal regulations of the Individuals with Disabilities Education Act (IDEA).
4. 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.
5. 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.
6. 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 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).
7. 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, including an informal hearing if the suspension exceeds three (3) days. 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 will not be permitted to attend or participate in school activities during the time of suspension/expulsion from school.
8. 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).
9. 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 be **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.
10. 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.

BULLYING & CYBERBULLING

Purpose

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

Definitions

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students.

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

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

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

Title IX Sexual Harassment and Other Discrimination

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

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

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

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

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

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

Education

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

Consequences for Violations

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

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

UNLAWFUL HARASSMENT

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.

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 or retaliation shall occur as a result of good faith charges of harassment.

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.
- Social media/digital postings that can be ACCESSED during school time, may be subject to disciplinary action based on whether an administrator ascertains that student's educational time/environment has been negatively impacted as a result of the action.
- **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:
 - Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
 - Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
 - Such conduct deprives a student of educational aid, benefits, services or treatment.
 - 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.

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

- distribution of written policy
- publication in handbooks
- presentation at an assembly
- training sessions
- posting of notice/signs.
- 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:

- building principals
- teachers
- counselors
- nurses

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.

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

- 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.
- 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.
- 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.
- 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.

TERRORISTIC THREATS

The Board recognizes the danger that terroristic threats and acts by student's 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.

CVHS PANDEMIC/EXTENUATING CIRCUMSTANTIAL INSTRUCTION

In March of 2020, students across the country were sent home for the summer due to the Covid-19 pandemic that caused many hardships for schools. As a result, PA state government entities passed rules and regulations which forced the schools to adjust how the school year operated. This appendix will only apply if the CVSD Board of Directors wishes for CVHS to abide by these guidelines.

Note: CVHS may follow DOH, CDC, local, and state issued guidelines regarding pandemic procedures. The items below are subject to change based on these guidelines and board directives.

1. Virtual Learning (if permitted)
 - a. Daily Attendance
 - i. Students may contact the school via Zoom, Meets, by phone, or by email
 - ii. Contact must be made by the official homeroom start time (Voicemails are timestamped)
 - iii. Students will be considered "Present" if they attend and participate in ALL classes/virtual lessons
 - iv. Students will be considered "Half-Day Unlawful" for attending less than the full day of virtual instruction.
 - v. Students will be considered "Full-Day Unlawful" for attending NO virtual instruction.
 - vi. See the Attendance Policy for instructions on parent and doctor excuses.
 - b. NOTE: This is the same daily attendance procedure for Flexible Instruction Days.
2. Masks (if required by federal, state, and/or local governing entities)
 - a. Masks must be worn to cover the nose and chin.
 - b. Masks must be worn from the time the student enters the building until leaving the building
 - c. Masks must be properly worn on school-sponsored transportation.
 - d. Occasions masks may be taken off
 - i. eating or drinking in the cafeteria
 - ii. mask break - if the teachers offer it and the classroom has a designated space
 - iii. medical - a note must be supplied by a PCP or other physician indicating the student does not have to wear the mask.
 - e. Failure to Comply (Level 1)
 - i. First offense: verbal warning and contact home.
 - ii. Second offense: Level 1 discipline
 - iii. Third offense: Level 1 discipline + parent conference
 - iv. Fourth offense and beyond: Level 2 discipline
3. School Setting
 - a. CVHS Administration has the right to change the structure of the school day based on current events. This includes, but is not limited to:
 - i. Modifying the bell schedule
 - ii. Limiting/restricting specific classroom activities
 - iii. Restricting locker use
 - iv. Redefining building entry and exit points
 - v. Cancelling or postponing school sponsored in-school and after school activities
 - vi. Enforcing sanitary practices
 - vii. Instituting recommended practices from governing entities abnormal from the traditional setting
 - b. Any major changes will be communicated from CVHS to students, parents, and guardians.
 - c. In the event of cancellation or postponing of major events, the CVHS Administration will seek support of the Superintendent and School Board of Directors.

FLEXIBLE INSTRUCTION DAYS (FIDs)

CVSD was awarded five (5) Flexible Instruction Days to use each year during inclement weather or other emergency needs. The following outlines the regulations for a FID.

1. Teachers will have the option to work from home or in school. This is subject to change based on the circumstance.
2. FIDs days will be announced as soon as possible. The announcement will come through our PowerSchool One-Call system. Please also follow the school website, our social media, and WJAC-TV as necessary.
3. After school activities may be postponed.
4. **Homeroom Procedures**
 - Use the Virtual Attendance Policy as outlined in the Pandemic/Circumstantial Instruction Policy.
 - Primary meeting – Homeroom teachers have a Homeroom Google Classroom. The class will meet over Zoom for attendance.
 - Secondary – if there are technology issues at home - contact the school by 7:40am
 - Email the homeroom teacher by 7:40am.
 - Call the main office by 7:40am.
 - Please be patient as we adjust attendance throughout the day.
5. **Class Periods**
 - DOs for teachers: formative checks for understanding, standardized test prep, continue a current activity, review old content, summary writing activity, etc.
 - DO NOT's for teachers: teach new content, give tests/quizzes, free time
 - Zoom meetings for each class.
 - 5-10 minutes of direct time with the students,
 - stay available via zoom for throughout the period.
 - Period attendance will be kept each period on a shared Google Sheet
 - All assignments/materials posted on Google Classroom.
 - Follow the regular daily bell schedule.
 - No Daily Rotation.
 - Study Halls do not meet via zoom.
 - Physical Education classes will not meet. All students will have Health.
 - Special Education - Resource Room will be available via zoom.
 - Completed assignments DO NOT EQUAL attendance.
 - Flexibility is the top priority.



ALMA MATER

*Our Alma Mater we do praise thee
For all thy wisdom still
You've given us an education
Our futures to fulfill.*

*Lift high your glorious banners
Raise your voices to the sky
Give praise and admiration
To Conemaugh Valley High.*

