

**CONEMAUGH VALLEY  
JUNIOR-SENIOR HIGH SCHOOL**

1342 William Penn Ave.  
Johnstown, PA 15906  
Phone: 814-535-5523  
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**Superintendent:** *Mr. Shane Hazenstab*  
**Principal:** *Mr. Jeffrey Miller*  
**Deans of Students:** *Mrs. Samantha Brown & Mr. Grant Gourley*

**Principal's Message**

This planner is designed as a reference to help you and your parents recognize and understand the general operating procedures of Conemaugh Valley Junior/Senior High School, as well as to provide you with a daily organizing planner. One of the most difficult aspects of Junior and Senior High is the amount of organization necessary for success. Use this planner to your advantage. Keep it up to date, record your assignments, and keep track of your grades.

This planner may also be used as your hall pass. Teachers will sign your planner in the appropriate area for hall privileges. You must have your planner in your possession at all times.

Planners should be kept intact. Any planner with cover or pages removed will be considered unusable and you will be required to purchase a new planner. If you lose or damage your planner, you will be required to pay \$7.00 for a new planner.

**This agenda belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Homeroom #** \_\_\_\_\_

## **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.

## **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.*

## **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, at the Administrative Office, 1340 William Penn Avenue, Johnstown, PA 15906 and/or call (814) 535-5005.

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## FACULTY & STAFF

Stacey Bailey	Special Education Secretary
Amy Beiter	Science
Robert Beiter	Mathematics
Allen Bixel	Band/Music
Samantha Brown	Family & Consumer Science
Brooke Buchan	Classroom Assistant
Michael Chappie	Director of Special Education
Margaret Conners	French/Spanish
Ruthann Csikos	English
Patty Dorofey	Classroom Assistant
Tawne Drinosky	English
Leigh Ann Dunn	Science/Emotional Support
Grant Gourley	Art
Caitlin Gutilla	Science
Jen Horner	Classroom Assistant
Zachary Hunter	Social Studies
Santino Jaber	Social Studies
Aleia Jurich	Classroom Assistant
Quenna Kist	Nurse
Renee Lee	Math/Inclusion
Paula Lowery	Main Office Secretary
Thomas Marshall	English
Nicole Mash	Science
Kathie McBreen	Business
Paula McCleester	Mathematics
Erin McDonald	English
Beth Moore	Library/Gifted
Thomas Moran	Mathematics
Melissa Nagy	Mathematics/Business
Anita Neisner	Mathematics
Joseph Ostinowsky	Phys. Ed./Health
Rebecca Isenberg	English/Inclusion
John Rok	Mathematics
Katherine Rutledge	Social Studies
Laurie Semelsberger	School Counselor
Brian Sherwood	Social Studies
Diana Sobecky	Classroom Assistant
Wendy Stahl	Main Office Secretary
Emily Tittle	Social Studies/Inclusion
Whitney Warmus	Phys. Ed./Health
Keli Williams	English

## SCHOOL CALENDAR

August 20	Meet the Teacher Night
August 22	Student First Day
September 2	Labor Day
October 14	Columbus Day
November 7	Parent /Teacher Evening Meetings
November 8	Act 80 - Parent Meetings
November 11	Veteran's Day
November 27	Early Dismissal
November 28-29	Thanksgiving Vacation
December 2	Thanksgiving Vacation
December 20	Early Dismissal
December 23	Teacher In-Service
December 23-31	Christmas Vacation
January 1	Christmas Vacation
January 17	Teacher In-Service
January 20	Martin Luther King Day & Snow make-up day
February 14	Act 80 Day
February 17	President's Day & Snow make-up day
March 6	Act 80 Day
April 10-13	Easter Vacation
May 8	Teacher In-Service
May 25	Memorial Day
May 28	Last Day of School
Day 45	10/25/2019
Day 90	1/14/2020
Day 135	3/20/2020
Day 180	5/28/2020

***\* Additional snow days will be added to the end of the calendar.***

## **PURPOSE OF THE HANDBOOK**

This handbook is created by input from staff, students, parents, and community members and is updated yearly. The Conemaugh Valley High School is proud to have a School Wide Positive Behavior and Intervention Support team. We are excited to implement incentives for students who display positive behaviors, perform well academically, and have acceptable attendance. However, there are times the school must address negative actions, and this book addresses and defines most of the situations we may encounter and how we will address them. We strive to keep our focus on the positive and the wonderful things our students do for our school.

## **DEFINITIONS**

### **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:

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

See Appendix B for the school's bullying and incident report protocols.

### **EXTRACURRICULAR PARTICIPATION**

Student attendance, academic standing, and discipline will be considered when allowing a student to participate in extracurricular activities. Extracurricular activities include but are not limited to school dances, field trips, incentive days, etc. Administration will have the final say regarding student participation. See Appendix A for SWPBIS extracurricular requirements.

### **HALL PASS**

Permits students out and about the building. The planner issued at the beginning of the school year is to serve as that pass. Teachers have the right to create their own policies regarding leaving the classroom, and may designate something else to serve as a pass. When asked, students must be able to present a pass or could be subject to Out of Assigned Area.

### **HOMEROOM**

**Students will eat breakfast immediately upon arrival before reporting to HOMEROOM.** Students should go to their lockers and then report to their homeroom assignment. Students are to be in homeroom before the late bell rings. Morning activities, administrative functions, and announcements will be made during this homeroom period. Late to homeroom is 7:40am

### **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. The plan will be created by the school and student and communicated to the parents.

### **IN-SCHOOL SUSPENSION/BEHAVIOR INTERVENTION CLASSROOM (ISS or BIC)**

When students commit a Level 2 or higher offense, they may be assigned In-School Suspension in the Behavior Intervention Classroom. Teachers are assigned to be there each period and will assist students with their classwork

### **MULTI-TIERED SYSTEMIC 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. See Appendix D for a description of MTSS services.

### **NO CONTACT AGREEMENT**

In an attempt to curb bullying or diffuse situations among students, students may be assigned a no-contact agreement. This agreement is signed by all parties and parents (if under 17) and forbids any contact during regular school hours, during school activities, and any contact that could 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, which means they are a part of the solution and not the problem. The only requirement to attend the meetings is to have a student at the CV Jr./Sr. HS. Meetings are typically in the SH library at 4:30pm on the night of school board meetings.

### **RESTRICTED HALL PASS**

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

### **SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT (SWPBIS)**

SWPBIS is a committee of staff and students that put ideas together to help the school focus on rewarding positive behaviors, making school an enjoyable experience, and increasing student participation and spirit. See Appendix A for more information.

### **SECURITY RECORDING**

For your safety, security, and commitment to school safety, this school is equipped with audio and video monitoring. Your attendance and/or visit confirm consent.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program (SAP) is designed to help school personnel to identify issues which pose a barrier to a student's learning and school success. At times, those issues may be related to mental health and behavioral concerns, depression, suicide or alcohol and other drug use. The 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.

### **STUDY HALL**

The study hall is a room to which you have been assigned for a particular period. This time is to be devoted to purposeful study of one or more subjects. The teacher will institute the rules, which are deemed necessary for an effective study hall.

### **TRANSCRIPTS**

Upon request, the Office will prepare official transcripts for institutions of higher learning or employers. A one week minimum is required for all requests. After graduation, a cost of \$3.00 will be charged for each transcript requested.

### **VALUABLES**

Students are encouraged **NOT TO BRING VALUABLES**. Lost or stolen valuables are not the responsibility of the Conemaugh Valley School District. If you should bring valuables and/or money to school, it is **your** responsibility to lock them safely away.

### **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 Principal's office of the home school. A job or promise of employment is necessary before applying for a Work Permit. Permits are necessary until age 18. Questions concerning employment of minors should be referred to the Pennsylvania Department of Labor Standards.

**PROGRESSIVE DISCIPLINE STRUCTURE**

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

1. **Definition of a Demerit** - Demerits are designed for each suspension incident or an accumulation of detentions.
2. 5 Detentions = 1 Demerit
3. Suspendable Offenses and Demerits:
  - a. 1-3 Day Suspension = 1 Demerit
  - b. 4-7 Day Suspension = 2 Demerits
  - c. 8-10 Day Suspension = 3 Demerits
4. If a student reaches 3 Demerits, a mandatory Informal Hearing will be held with parents and the School Administration.
5. 5 Demerits = Behavior Probation for the remainder of the school year (not including Prom and Graduation)
6. 6 Demerits = Behavior Probation for the remainder of the school year (including Prom and Graduation)
7. **Definition of Behavior Probation** - Students on behavioral probation are not permitted to drive to school, attend - as a participant or spectator, any school function, field trip, athletic event, extracurricular activity, incentive activity, or concert.

**POTENTIAL DISCIPLINARY MEASURES**

<p><b>LEVEL 1:</b></p> <ul style="list-style-type: none"> <li>• Detention(s) - including Saturday</li> <li>• Restricted Hall Pass</li> <li>• No Contact Order</li> <li>• Individualized Electronics Plans</li> <li>• Arbitrary Equivalent Penalty</li> </ul>	<p><b>LEVEL 2:</b></p> <ul style="list-style-type: none"> <li>• Mandatory Notification of Parents</li> <li>• Any Level 1 Penalty</li> <li>• Consecutive common Level 1 events</li> <li>• First offense - one day of suspension</li> <li>• Second offense - 2 days of suspension</li> <li>• Three or more offenses - 3 days of suspension</li> </ul>
<p><b>LEVEL 3:</b></p> <ul style="list-style-type: none"> <li>• Mandatory Notification of Parents</li> <li>• Any Level 1 or 2 Penalty</li> <li>• Local authorities may be notified</li> <li>• Mandatory payment of damages</li> <li>• Minimum of three-day suspension from school to maximum of expulsion from school may occur at the discretion of the administration, including all district-wide activities</li> <li>• If a student receives a 10 day suspension he/she will be suspended for 90 calendar days from participating in extracurricular activities</li> <li>• Mandatory tobacco fine plus court costs during school and all school sponsored activities</li> <li>• Suspension from all school activities during the suspension time from school</li> <li>• Possible recommendation of Alternative Education placement</li> <li>• Mental health services may be requested and /or S.A.P. referral may be made</li> <li>• Disciplinary measures may include a meeting with school administration</li> </ul>	
<p><b>LEVEL 4:</b></p> <ul style="list-style-type: none"> <li>• Expulsion from school up to one year</li> </ul>	



## **DISCIPLINARY ACTIONS AND PROCEDURES**

### **PM DETENTION/SATURDAY DETENTION**

1. PM detention will be scheduled after school on Tuesdays, Wednesdays, and Thursdays from 2:50 – 4:20.
2. Saturday detention will be scheduled from 8:00 AM to 11:00 AM on a rotating basis.
3. Excuses to miss assigned detention must be cleared by Administration in advance
  - a. **FAILURE TO REPORT (Level 2)**
    - Students that fail to report to scheduled detention will serve 1-day in-school suspension
    - Students that cannot serve an after school detention must communicate with the Dean of Students and will serve 4 non-core class periods in the in-school suspension room at the administration's discretion.  
Note: This does NOT count as a demerit.
  - b. **DETENTION GUIDELINES**
    - 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

### **EXCLUSION FROM SCHOOL (Suspension, Expulsion, Alternative Education Program)**

1. The Board of School Directors will define and publish the types of offenses that would lead to exclusion from school.
2. Exclusion from school may be affected by temporary suspension; full suspension; or expulsion.
  - a. **Temporary Suspension** shall mean exclusion from school for an offense for a period of up to three school days, by the principal, without a hearing, in accordance with policies of the board of school directors.
  - b. **Full Suspension** shall mean exclusion from school for an offense for a period of up of ten school days, after an informal hearing before the principal is offered to the student and the student's parents, in accordance with policies established by the Board of School Directors.
  - c. **Alternative Education** During this time, the school will continue to adhere to all of the Commonwealth requirements concerning core subjects, age and attendance. For the time of the student's assignment to this academic placement, the student is not permitted to attend or participate in any of the school's extra-curricular activities.
  - d. **Expulsion** shall mean exclusion from school for an offense for a period exceeding ten days, and may be permanent expulsion from the school rolls. Following is a list of some of the reasons a student may be considered for the Alternative Education Program or possible expulsion:
    - Three or more suspensions during the school year.
    - Use of drugs and alcohol
    - Arson
    - Assault
    - Possession of a Firearm/Weapon
    - Sexual harassment
    - Extortion
  - e. No student may receive a temporary suspension unless the student has been informed of the reasons for the suspension and has been given the opportunity to respond before the suspension becomes effective. All full suspensions require a prior informal hearing, in accordance with the procedures on hearings.

- f. The maximum period a student may be suspended for an offense shall not exceed ten days. A temporary suspension may be followed by a full suspension for the same offense, provided that the ten school days limitation is not exceeded. Temporary or full suspensions may not be cumulated or made to run consecutively beyond the ten school day limitations.
- g. Students shall be permitted to make-up exams and work missed while being disciplined by temporary or full suspension within guidelines established by the Board of School Directors.
- h. If, when expulsion proceedings are initiated, it is determined, after an informal hearing, that a student's presence in his or her normal class would constitute a threat to the health, safety, morals, or welfare of others; and it is not possible to hold a formal hearing with the period of full suspension, the student may be excused from school for more than ten school days, provided the formal hearing is not reasonably delayed. Any student shall be provided with alternative instruction.
- i. Students who are less than seventeen years of age are still subject to the compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to be accepted at a private school, or another school district as a tuition student, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the student in accordance with the provisions of the Juvenile Act of 72 to ensure that the child will receive proper education.

### **DUE PROCESS & HEARINGS**

1. Education is a fundamental right, and students will be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
2. A formal hearing will be held before a hearing officer appointed by the Board of Education. This hearing officer will then advise the Board as to the action recommended. A majority of the entire school board is required to expel a student.
3. At the formal hearing, the following due process requirements will be observed:
  - a. Notification of the charges in writing, sent to the parents or guardian and to the student by certified mail.
  - b. Ample notice of the time and place of the hearing.
  - c. The right to an impartial tribunal.
  - d. The right to representation by counsel.
  - e. The right to be presented with the names of witnesses against the student, copies of the statements, and affidavit of those witnesses.
  - f. The right to demand that such witnesses appear in person and answer questions, or be cross-examined.
  - g. The student's right to testify and produce witnesses on his own behalf.
  - h. A record must be kept of the hearing, either by stenographer/ or tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - i. The proceeding must be held with all reasonable speed.
4. If requested by the student or the student's parents, the hearing shall be held in private.
5. Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
6. The purpose of the informal hearing is to enable the student to meet the appropriate state official to explain the circumstances surrounding the event for which the student is being suspended, or should not be suspended.

7. At the informal hearing, the following due process requirements will be observed:
- a. Notification of the reason for the suspension in writing, given to the parents or guardian and to the student.
  - b. The right to cross-examine any witness.
  - c. The student's right to speak and produce witnesses on his own behalf.

Whenever, in the opinion of the administrator, repeated application of specified penalties have failed to effect changed behavior on the part of the student, the administrator may elect to impose an alternate to the specified penalty.

The following alternatives and others not necessarily listed exist at the discretion of the building administrators:

- a. Referral to the Intermediate Unit 08 Psychologist
- b. Referral to county helping agencies
- c. Parent conferences

The use of corporal punishment is prohibited. Therefore, when all other means of improving behavior are ineffective, the full responsibility for discipline of the students rests with the parent/guardian. Even though the School District prohibits the use of corporal punishment, teachers and school authorities may use reasonable force against the student, as upon all other students:

- a. To quell a disturbance
- b. To confiscate weapons or other dangerous objects
- c. To protect themselves
- d. To protect other persons or property

## **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. Students, therefore, shall obey all school rules as written unless circumstances require change(s). **\*\*BUILDING ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DISCIPLINE IN ANY AND ALL CASES.**

### **1. ARSON (Level 3 or 4)**

A student commits an offense if he or she engages in conduct which places other in danger. Penalty may range from detention to expulsion

### **2. 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 which said term shall be defined to include, but not be limited to: guns, knives, razor blades, syringes, syringe needle tips, domestic pins and/or needles, sharpened objects(i.e. pens, pencils, eating utensils, plastic or metal) or any other similar device or dangerous instrumentality; or,
- c. Attempts by physical menace to put another student in fear of imminent serious bodily injury.

If a student commits one of the offenses defined above, he/she may receive out of school suspension by the Administration. Should the Administration believe the nature of the injuries sustained by the injured student are serious, the Administration may, in its sole discretion, seek a formal hearing before the Board of Education for it to consider expulsion of the student from the school system.

- d. The incident may be reported to the police and charges shall be filed with the local authorities.

### **3. 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 the police will be notified. If serious or consecutive events occur, student could be subject to a formal hearing before the Board of Education for consideration of expulsion and police notification. The teacher and/or school may file charges against the student.

### **4. BOOKBAGS (Level 1)**

- a. Students are permitted to carry any bookbag or backpack to and from school. They are required to keep them in their lockers during the school day, and may be taken home at the end of the day.
- b. Bookbags and backpacks are not permitted during school hours and must be in the students' lockers.
- c. Students may use a CLEAR "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.
- e. An exception may be made for medically necessary items after proper inspection by the main office.
- f. Violation of the policy is Level 1 Discipline and reasonable suspicion for a search.

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

See Appendix B on the school's responses to bullying and cyber-bullying.

## **6. CHEATING / PLAGIARISM (Level 1 or 2)**

When an offense of cheating/plagiarism occurs, a zero grade will be given to the student for the assignment, test, and/or quiz. The classroom teacher will notify the Principal's Office in writing of the incident. The administration will notify the parent of the incident in writing prior to issuing the nine-week report card. A second offense of cheating on an assignment, test and/or quiz in any class during the remainder of the school year may result in a failing grade for that marking period in that class and the student may receive 3 days suspension and/or alternative school placement.

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

## **7. DANGEROUS OBJECTS/HARMLESS LOOK-ALIKES (Level 2 or 3)**

Any harmless object (i.e. squirt gun) that is not being used to threaten someone else, but could be mistaken as a weapon.

## **8. DISRESPECT and DISOBEDIENCE TOWARD FACULTY / SCHOOL PERSONNEL**

### **a. Failure to follow faculty/school personnel directive (Level 1)**

Students must comply with all reasonable directives from faculty and staff.

### **b. Failure to Identify (Level 2)**

Students must identify themselves when asked by school personnel.

### **c. Lying/False Accusation (Level 1, 2 or 3)**

Students who are deliberately untruthful. This includes false Safe2Say reports, false Incident Reports, and false statements to faculty/staff.

### **d. Witness Intimidation or Harassment (Level 3)**

A student commits an offense if he or she intimidates, attempts to intimidate, or harasses in any manner any witness or victim who is cooperating with the school.

### **e. Warning/Lookout (Level 1 or 2)**

Lookouts are students who warn other students who are in violation of school policies.

### **f. Disrespect (Level 1 or 2)**

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. ELECTRONIC DEVICES/CELL PHONES (Level 1 or 2)**

Teachers may allow the use of student-owned technology devices (this includes but is not limited to Chromebooks\*, laptops, desktop computers, phones, music devices, headphones, earbuds, etc.) in their classrooms. They will communicate their rules to the class during the first week of school. Students may only use the device at school when granted by the teacher/administrator and only for educational purposes. Any other use during unapproved times is prohibited and will result in disciplinary action. Phones are permitted in common areas away from class time, but all school rules will be enforced.

1<sup>st</sup> Offense – Item will be confiscated, taken to the office and the student may pick up the device at the end of the school day and one day after school detention will be assigned.

2<sup>nd</sup> Offense – Item will be confiscated and student will receive one day of in-school suspension. Parent must pick up device from office. Students will be placed on an individual electronics usage plan.

3<sup>rd</sup> Offense and beyond – Item will be confiscated and returned at a parent conference; student will receive 2 in-school suspensions and a parental conference with administration. Electronic device may be banned for the remainder of the school year.

### **\*Students who fail to turn in their phones when directed**

1. Will be sent to the main office and disciplined for failure to follow a directive.
2. Will be placed on an Individual Electronics Usage Plan.

**10. ELECTRONIC DEVICES/CELL PHONES - MAIN OFFICE (Level 1)**

Students, when called to the office, are not permitted to be using cell phones. This includes waiting in the main office/lobby area and when meeting with school administrators. Phones are to be turned off and put away.

**11. FAILURE TO REPORT (Level 2)**

- a. Students that fail to report to scheduled detention will serve a 1-day in-school suspension.
- b. Students that cannot serve an after school detention must communicate with the Dean of Students and will serve **4 non-core class periods** in the in-school suspension room at the administration's discretion. *Note: This does NOT count as a demerit.*

**12. 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 as a part of self-protection.

**Parents will be notified. Charges may be filed with the local District Magistrate and the local police may be notified.**

First offense: Minimum of three days of suspension and an informal hearing with the Superintendent.

Each Additional Offense: Mandatory 3 days suspension and informal hearing with Superintendent, which could add to additional suspended days.

**13. HARASSMENT/EXTORTION (Level 3)**

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, will result in a penalty which may range from one day of suspension to referral to the School Board for further action. Please see Appendix G for more information regarding Harassment.

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

Inappropriate behavior is defined as:

- a. Behavior that includes any actions causing injury or a safety concern towards other students or himself/herself.
- b. Behavior that causes a disruption of the normal operations of the school.
- c. Behaviors that are not otherwise specified in this handbook deemed inappropriate by staff.

Examples of inappropriate behaviors include, but are not limited to: snowballing, lunch misbehavior, more than one person to a restroom stall, "horseplay", possession of pornographic material (including online), profanity and/or abusive language, inappropriate intentional physical contact, etc.

**15. LATE TO CLASS (Level 1 or 2)**

- a. If a student is late to class due to being detained by a teacher, it is the student's responsibility to ask that teacher for a pass. If a student presents a proper pass, he/she will not be considered late.
- b. If the student is late to class and has no pass, the **teacher will keep a record of tardies**. Students are potentially subject to Out of Assigned Area guidelines. Tardies will be: #1 - warning, #2 & 3 - PM Detention, #4 & 5 - Saturday Detention.
- c. Excessive tardiness (more than 5) will result in Level 2 discipline for each occurrence.

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

Also known as "elopement". This includes leaving property without permission at any school sponsored event (including athletic event) in which a student is a participant. Students are not permitted to leave the building without permission from the main office and must escorted by a staff member.

**17. 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.

**18. ON SCHOOL PROPERTY WHILE SUSPENDED OR ALTERNATIVE EDUCATIONAL PLACEMENT (Level 2)**

Being on school property, including private property designated for school events, without permission while on out-of-school suspension or alternative educational placement will result in additional suspension being given to the student and/or possible police involvement.

### **19. OPEN CONTAINERS & DRINKS (Level 1)**

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

- a. Students must adhere to the policies of their classroom teachers pertaining use of beverage containers.
- b. Beverage containers must be spill-proof.
- c. Teachers/Administrators may check containers/drinks if there is reasonable suspicion.
- d. Any violation of school policy may lead to the revoking of this privilege.

### **20. OUT OF ASSIGNED/DESIGNATED AREA (Level 1 or 2)**

- a. All students are assigned classrooms and restrooms. For safety purposes, students must stay in those assigned locations.
- b. Restrooms: Students will be assigned a restroom by the classroom teacher. If students need to use a different restroom in the case of an emergency, they may go to the nurse and the nurse will determine if it's appropriate.
- c. Teacher/Staff discretion: 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 more than 2 minutes after the late bell without a pass. Teachers have the right to request an investigation of suspicious late passes.

### **21. POSSESSION, USE, OR TRANSFER OF DANGEROUS WEAPONS (Level 4)**

Any student found to be in possession of, using, or transferring dangerous weapons, may be given a temporary or full suspension. Serious incidents will result in expulsion proceedings before the Board of Education.

### **22. PROPER DRESS (Level 1)**

Students of the Conemaugh Valley School District will adhere to the following Dress Code:

- a. Shorts will be permitted with the following conditions:
  1. All shorts/skirts must be loose fitting and the length should be appropriate for school environment. General rule of thumb: lower than fingertips when arms are held at sides. The Administration will have the final decision. Undergarments **must be covered**.
  2. Student clothing will provide coverage and not be excessively tight. The following are not permitted: exposed midriff, halters, with spaghetti straps, camisoles, off the shoulder shirts, low-cut/plunging neckline shirts, open shirts showing bare skin or undergarments (including sports bras), slippers, and visible undergarments (including underwear). Tops must be at least 3 inches in width at the shoulder. Sagging/excessively rolled pants that expose shorts/undergarments are not permitted.
- b. Shoes – Proper shoe apparel will be worn. Please keep safety in mind when wearing certain types of shoes such as Crocs, Sandals, etc.
- c. Suggestive slogans and symbol decoration on clothing are not permitted (drugs, alcohol, sex, weapons, etc.).
- d. Any style of dress that creates a safety or health hazard to any individual is not permitted. Teachers/Coaches may establish such rules and regulations as they deem necessary for the safety of all students. This includes, but is not limited to: hairstyles, jewelry, etc...
- e. Hats and other head/face coverings are not permitted during the regular school day without administrative approval (i.e. medical or religious reasons...)
- f. **Excessive** body or facial piercing will not be permitted.
- g. No coats will be permitted to be worn in class without teacher permission.
- h. Uniforms, warm-ups, etc... that do not meet the dress code standards are not to be worn during the normal school day outside of a performance time.
- i. Blankets are not permitted in class or in the hallways. Students suffering from extreme cold should seek assistance from the health room.

**\*\*Administration will have the final decision in all cases\*\***

Violation in these rules will result in the following:

1. First offense: Warning and a change of clothes
2. Second offense: Level 1 and a change of clothes
3. Each Additional Offense: Level 2 and a change of clothes

**23. PUBLIC DISPLAYS OF AFFECTION (PDA) (Level 1 or 2)**

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, hugging, etc. will not be condoned. Inappropriate displays of affection will result in the student(s) receiving detention. Repeated incidents will result in a parental conference and/or suspension.

**24. SMOKING, SMOKELESS, or CHEWING TOBACCO (Level 2 or 3)**

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. First Offense - Level 2 Discipline & TAP Program at Admiral Peary Career & Technology Center
- b. Each Additional Offense - Level 3 Discipline & charges filed with magistrate.

**25. TARDY (Level 1 or 2)**

Students who arrive to homeroom after 7:40 will be documented as a tardy for their official student attendance. In this event, the students must report to the office to receive an official admittance.

- o 4 Tardies - Students will receive a Saturday detention (Level 1) (Loss of driving privileges - 5 days)
- o 8 Tardies - 1 day suspension and 1 demerit (Loss of driving privileges - 10 days)
- o 12 Tardies - 2 day suspension and 1 demerit (Loss of driving privileges - 15 days)
- o 16 Tardies and every 4 consecutive - 3 day suspension and 1 demerit (Loss of driving privileges - Indefinite)

**26. TEXTBOOKS AND EQUIPMENT**

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

- 1<sup>st</sup> year of use – full list price
- 2<sup>nd</sup> year of use – list price less 10%
- 3<sup>rd</sup> year of use – list price less 20%
- 4<sup>th</sup> year of use – list price less 30%

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

**27. THEFT (Level 3)**

Any student found guilty of theft may be suspended and not admitted to school until a parental conference is held. The civil authorities will handle major offenses of theft. Restitution may be made to the satisfaction of the administration. If necessary, discipline may be administered by the building principal.

**28. TRUANCY**

Truancy is an unexcused absence. Continued offenses may result in possible legal action in accordance with the Attendance Laws of Pennsylvania. In all cases of truancy, students will not be permitted to make up assigned work covered in class on the day of truancy. (See Policy on Attendance) **Title 24; Sec 13-1327; Sub Sec. A.**

**29. VANDALISM (Level 3)**

Any student who vandalizes school property will pay for the repair of such damage and will be given a minimum three days of suspension and an informal hearing with the Superintendent. The incident shall be reported to the police and charges shall be filed with the local authorities.

Minor cases of vandalism will be classified as "Inappropriate Behavior" and handled accordingly.

**30. 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 Board**

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 principal may prohibit the distribution or dissemination of student-originated material on school grounds when such material would, in his judgment, materially and substantially interrupt the educational process or intrude upon the rights of others.

The distribution of leaflets, newspapers, and other printed material on school district properties by a student or 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.

## **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his or her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag, on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate will stand, remaining respectfully silent.

## **ACCESS TO SCHOOL FACILITIES**

Each 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.

## **CONFIDENTIAL COMMUNICATIONS**

### **1. 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.

### **2. 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.

## SEARCHES

1. 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.
2. **The courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience.** 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
  - a. Searches of Locker - Searches will be made by an official duly authorized for that purpose, by the principal, and/or the Dean of Students. The search of a particular locker will only be made upon a reasonable assumption that the student is secreting evidence of an illegal act.
  - b. Lockers may be searched randomly and periodically without regard to any specific suspicion or alleged infraction of school rules.
  - c. Blanket searches of every locker will not be permitted except for an emergency.
3. Body Searches - The Conemaugh Valley School District establishes the following policy relative to a body search (full clothes - pat down) of any students:
  - a. There shall be no body searches, unless the following conditions exist:
    - 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.
  - e. Periodically, in conjunction with the Cambria County Drug and Alcohol Task Force, trained dogs will be brought into the school to do locker searches.
4. Wanding – 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.

## LOCKERS

Each student is assigned a locker for use during the year. The lockers remain the property of the school and may be inspected at any time by school officials. 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.

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.

## **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. Drug testing kits are available for home use. If you wish to obtain a drug testing kit, please contact the school nurse.

### **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 nature of the problem to the SAP Team.
2. The nurse, along with administration, will make the decision to call 911 or release the student to parent/guardian. 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. However, 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 a hearing before the superintendent and/or school board.
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. If inappropriate behavior is of a serious enough nature to warrant disciplinary action, refer to school disciplinary code.

### **ARTICLE II- PHYSICAL SYMPTOMS**

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

1. **Immediate Action:** School nurse, and principal, will be summoned immediately.
2. **Investigation:** If chemical use is suspected, the principal or authorized delegate is responsible for initiating the investigation procedures normally employed when a student is apprehended for chemical use or possession. The principal or designee will request the student to empty her/his pockets and/or purse and volunteer all chemical substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.
3. **Notification of Parents/Guardians:** The principal will contact the parents/guardians immediately and describe the situation.
4. **Confidentiality:** Confined to those with a need to know as mandated by school policy.
5. **Disposition of Substance:** If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will be sealed, documented, and submitted to the police for analysis, if necessary.
6. **Disposition of Student:** If not confirmed chemical involvement, follow standard school health procedure for follow up. If a chemical is confirmed, follow procedures outlined in Articles III, IV, V, and VI.
7. **Disciplinary action:** If chemical use, refer to appropriate article (Articles III, IV, V, and VI) for procedure.
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 shall not be left alone.
3. *Notification of Parents/Guardians:* The principal will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when police are involved.
4. *Confidentiality:* Confined to those with a need to know as mandated by school policy.
5. *Disposition of Substance:* If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis, if necessary.
6. *Disposition of Student:* Refer to 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 thirty school days and all school related activities within the exclusion period, and required participation in chemical abuse program.
8. *Notification of Police:* Not mandated.
9. *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:

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 provide to the appropriate medical personnel for the sole purpose of aiding treatment. Substance will be sealed, documented, and submitted to the police for analysis, if necessary.
6. *Disposition of Student:* Refer to 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 ninety days and all school related activities within the exclusion period, and required participation in chemical abuse program. Refusal to complete chemical abuse program may result in a hearing before the board for possible expulsion.
8. *Notification of Police:* Required.
9. *SAP Team Assessment:* Failure to meet the SAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

#### **ARTICLE V – SECOND OFFENSE**

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

1. *Immediate Action:* School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee. The 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:* 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 ninety school days and all school related activities within the exclusion period, and a possible expulsion hearing.
8. *Notification of Police:* Required
9. *SAP Team Assessment:* Failure to meet the SAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

#### **ARTICLE VI – THIRD AND SUBSEQUENT OFFENSES**

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

1. *Immediate Action:* School personnel will confiscate the chemical(s), escort the student to the principal's office or summon the principal or his designee. The 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:* 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.
8. *Notification of police:* Required.
9. *SAP Team Assessment:* Failure to meet the SAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

#### **ARTICLE VII- SCHOOL ACTIVITIES**

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

1. *Immediate Action:* The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary. The 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 student to a parent designated adult or police.
4. *Confidentiality:* Confined to those with a need to know as mandated by policy.
5. *Disposition of Substance:* If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding treatment. Substance will be sealed, documented, and submitted to the police for analysis, if necessary.

6. *Disposition of Student:* Refer to SAP Team. Student Assistance will be required by licensed D&A facility. The student will abide by the treatment recommendation. Failure to meet recommendations will result in formal intervention. If necessary, the student may appear before the Board of Education.
7. *Discipline:* Consequences for student will be as follows: An informal hearing, ten days out-of-school suspension, exclusion from school activities for one calendar year, and a possible expulsion hearing.
8. *Notification of Police:* Refer to notification procedures in Articles III, IV, V, and VI.
9. *SAP Team Assessment:* Failure to meet the SAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

#### **ARTICLE VIII – TRAFFICKING**

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

1. *Immediate Action:* School personnel will confiscate the chemical(s) and escort the student to the principal's office if during school hours, or notify group sponsor or school administrator if after school hours. Security will be summoned if necessary. The 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:* 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.
8. *Notification of Police:* Required and charges will be filed with the police.
9. *SAP Team Assessment:* Failure to meet the SAP Team's recommendation will result in the student appearing before the school board for permanent expulsion. The school board hearing will take place five to ten days after notification.

### **ARTICLE IX – TOBACCO/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 Admiral Peary AVTS Tobacco Awareness Program.
7. *Discipline:*  
First offense: minimum of one day of in-School Suspension, requirement to participate in tobacco awareness program, and/or fine from local District Magistrate. Parents or guardian will be notified.  
Second and further offenses: minimum 3 days of suspension and possible informal hearing with Superintendent. Charges will be filed with the local magistrate.

The following act became law February, 1997: **18 C.P.S.A. 6306.1 USE OF TOBACCO IN SCHOOLS PROHIBITED.**

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

## **POLICY ON STUDENT TRANSPORTATION, SAFETY, AND DISCIPLINE**

### **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; he has the same authority as a teacher. The relationship of the operator and student must be one of cooperation.

No student will be permitted to get off at any stop other than his own, unless written consent is obtained from the parent and approved by the school office.

The most important school bus passenger regulations affecting safety, and the punishment if violated, are as follows:

#### **Minor Violations are:**

- a. Discourteous to and will not obey driver.
- b. Refusing to sit in assigned seat.
- c. Standing or changing seats while bus is in motion.
- d. Discourtesy to other children.
- e. Crowding to door before bus stops.
- f. Pushing and jostling when getting on bus.
- g. Other behaviors which school officials feel warrant disciplinary action.

#### **Discipline:**

- a. First Offense: Warning only by bus driver
- b. Second Offense: Warning and report by bus driver to the school official.
- c. Third Offense: To be the same as that for a major violation of conduct.

#### **Major Violations are:**

- a. Trying to distract bus driver's attention.
- b. Smoking or using tobacco in any form.
- c. Flagrant disobedience to driver.
- d. Destroying bus property – Note: Repayment of damages to owner also required before offender can be reinstated on bus.
- e. Use of profanity, vulgarity, or obscene gestures.
- f. Striking matches or lighting firecrackers.
- g. Fighting.
- h. Spitting on bus.
- i. Impairing or endangering the lives of student or driver.

#### **Discipline:**

- a. First Offense: Suspend offender from bus for a minimum of three (3) days. Follow handbook for other discipline. The student will be permitted to resume bus transportation after the suspension and after such time as the parents have a consultation with the school officials and the school official presents a pass to the bus driver.
- b. Second Offense: Same procedure as for first offense except that suspension shall be for five (5) school days.
- c. Additional Offenses: Same procedure as for first offense except that suspension shall be for ten (10) school days or denial of bus privileges.

The previous requirements should be followed as closely as possible. It is recognized, however, that each situation is unique, and the Administration must consider the current problem as well as past experiences with the individual(s) involved. In cases where mitigating circumstances prevail, the Administration shall have the right to modify specific punishments for misbehavior in order to fairly and equitably resolve those problems. Students who are suspended from bus transportation are required to be in school and must find their own way to and from school.



## 2. GUIDELINES FOR PRIVATELY OWNED MOTOR VEHICLES/STUDENT DRIVING

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:

- a. 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 Transportation with any questions.
- b. Students must apply for a driving permit in order to drive to and from the regular school day. Permission must be granted by the High School office and/or Principal 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 \$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
- c. Parking Permits are not transferable from student to student or from car to car.
- d. Any school policy violation can result in the loss of driving privileges.

### Student Driving/Traffic Rules:

- a. Speeds a maximum speed of fifteen (15) miles per hour on all property owned by CV School District
- b. Student drivers are not permitted to park in the faculty parking lot.
- c. Students may park only in their designated spot in the student lot.
- d. All school rules apply to conduct in the parking lot.
- e. All traffic signs posted must be followed.
- f. Once students drive onto school property, they are not permitted to leave until dismissal or unless they have permission from building administration.
- g. Student drivers are not permitted to leave until all buses have been dismissed.
- h. During the school day, students must be escorted to their cars by School Resource Officer, Dean of Students, or Principal.
- i. In the case of any accident, the police will be notified. All legal matters will be handled through local authorities.

### Tardiness and Driving Privilege

- 4 Tardies - Students will receive a Saturday detention (Level 1) (Loss of driving privileges - 5 days)
- 8 Tardies - 1 day suspension and 1 demerit (Loss of driving privileges - 10 days)
- 12 Tardies - 2 day suspension and 1 demerit (Loss of driving privileges - 15 days)
- 16 Tardies and every 4 consecutive - 3 day suspension and 1 demerit (Loss of driving privileges - Indefinite)

\*Registration Fees are refundable if the driver is in good standing. The refund amount will be \$25 times the number of school days remaining divided by 180. No refunds for any students revoked due to driving violations/related discipline.

*The school considers the use of an automobile to be one of the most serious responsibilities assumed by students in the school. Therefore, all rules are expected to be obeyed and will be strictly enforced. Any driving infraction may result in loss of driving privilege, towing of the violator's car at his/her expense, ticket by the police, or discipline assigned by the Deans/Principal. **\*\*BUILDING ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DISCIPLINE IN ANY AND ALL CASES***

### **Any violation of rules will result in:**

- 1<sup>st</sup> **Offense:** loss of driving privileges - 5 days
- 2<sup>nd</sup> **Offense:** loss of driving privileges - 10 days
- 3<sup>rd</sup> **Offense:** loss of driving privileges - 15 days
- 4<sup>th</sup> **Offense:** loss of driving privileges - indefinite

## **ATTENDANCE POLICY**

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

### **Compulsory Attendance Law of Pennsylvania is as follows:**

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

Each student's attendance record at school is very important. College admission officers and future employers will carefully evaluate a student's attendance record.

Students coming to school after 8:36 A.M. will be recorded as having a one-half (1/2) day's absence. The only exception will be a student who arrives by 8:43 A.M. with a *written doctor's excuse* stating that the student had a morning appointment, that student will be marked present for the whole day.

Any student with a legal medical excuse that is only missing 1 hour of the school day, also will be marked present for the day.

Students leaving the school prior to 9:40 A.M. and not returning will be considered absent for the entire day. Those students leaving the school prior to 1:30 P.M. and not returning will be credited with one-half (1/2) day's absence. Those leaving *after* 1:30 P.M. for an appointment must have the proper forms *completed and returned* for this time not to be considered an absence.

On Fridays the A.M. absence time shall be 8:19 A.M. Students leaving prior to 9:29 A.M. and not returning, will be considered absent or the day. Those students leaving prior to 11:44 A.M. and not returning will be given one-half day's absence.

### **Excused Absence:**

The statutes governing school attendance are very specific and leave little option with school authorities to excuse students from school except for:

1. Personal illness
2. Death in family (family must provide evidence upon request)
3. Illness in the family (may require a note from attending doctor)
4. Impassable Roads (permission granted by school administration only)

Students may apply in advance for:

1. A religious holiday.
2. Illness in the family where the student's presence is necessary.
3. A trip of educational value.

(See **Students' Vacation Absentee Policy**)

## **Absentee Policy**

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

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

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

- Illness
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on that day.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work/study or career education program, or at home when the student is receiving approved homebound instruction.

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

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

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

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

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

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

Parents are required to submit a written explanation for the legal absence of their child within three (3) days from the date of the child's return to school. Failure to provide such written explanation or failure of the child to present the excuse to the principal will result in the absence being declared unexcused and/or unlawful, as provided in Section 1329 of the School Laws. The mere fact that a parent provides a written explanation does not qualify the absence as excused. The absence must be for a legal reason as determined by the principal, according to law.

The Superintendent shall:

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

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

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

### **Pennsylvania School Code of 1949**

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

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

### **Definition of Absences**

**Cumulative Absences** – Excused and Unexcused/Unlawful Absences

#### **1. Excused absences include:**

- a. A maximum of fifteen (15) days of absence for elementary students during a school year verified by a parent note. All absences beyond the fifteenth day of absence will require a physician's note.
- b. A maximum of ten (10) days of absence for middle school and high school students during a school year verified by a parent note. All absences beyond the tenth day of absence will require a physician's note
- c. Written notification shall be sent to the parents/guardians and a conference may be held with them, the student and the principal or counselor.
- d. **Pre-approved** family vacation while school is in session per School Board policy – five (5) days within two occasions. Families should not schedule vacations during state-wide testing windows. These dates are published on the school calendar at the beginning of the year.
- e. **Pre-approved** at least one week in advance, college visits or job shadowing up to three (3) days for seniors and two (2) days for juniors. The students must complete all required forms. Students are strongly encouraged to plan college visits and job shadowing days when school is not in sessions. The principal and school counselor reserve the right to determine if a college visit or job shadowing is necessary during a school day.
- f. Pre-approved Community Service per requirements of Real Life 101
- g. Any absence in which a written, legally acceptable excuse is submitted within three (3) school days of a student's return.
- h. Only 1 day of pre-approval will be granted in grades 10-12

## 2. Unexcused/unlawful absences include:

- a. Any day, for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from physicians.
- b. Any absence not excused by a physician's note after ten (10) absences verified by parental excuses in the middle and high school and fifteen (15) absences verified by parental excuses in elementary school has already been received.
- c. Truancy – Unlawful absence (age 16 and under) and unexcused absence (age 17 and over).
- d. Unlawful and unexcused absences or unexcused class absences will result in a "0" (zero) grade for all class work missed that day.

## 3. Extracurricular Activities & Field Trips

Students who have accumulated more than 15 Cumulative Absences will be ineligible for any field trip and removed from any extra-curricular activities. Teachers, coaches, and the SWPBIS team may have stricter requirements for student attendance/participation. These are minimum guidelines.

### Non-Cumulative Absences

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

### Attendance Violations

The student guidelines define attendance violations as late to class, late to school, and unexcused class absences.

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

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

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

- The maximum five (5) days permitted may be used for no more than two (2) such trips in any one (1) school year. Any number of days less than five (5) used in two (2) trips will be forfeited.
- Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken.
- The following will be taken into consideration by the principal in granting permission for the trip:
  - The student's academic standing
  - The student's attendance record
  - The effect the absence will have on the student's educational welfare.
  - Exceptionality of the request
- **The application for permission for student excusal due to an education trip or tour must be submitted to the principal in writing at least 1 week in advanced.**
- It will be the student's responsibility to contact teachers and make up assignments missed.
- **PERMISSION WILL NOT BE GRANTED FOR TRIP/TOURS DURING THE DISTRICT'S STANDARDIZED TESTING PERIOD AND THE STATE'S TESTING PERIODS.**
- **Vacations will NOT be granted during the last two weeks of the school year due to preparation for final exams and collection of school materials.**

### **Appointments**

The law does not excuse absences from school for such reasons as music lessons, shopping trips, trips to beauty shops, etc. **Local appointments should be made after school Monday through Friday.** Driver examinations, driver permits and individual pictures should be scheduled for after school hours.

When an appointment is needed during school hours, an appointment card or note from the parent/guardian must be presented to the attendance officer prior to the appointment. An excusal form will be given to the student who must have it signed by an office representative when leaving the appointment, and return the form to the attendance officer upon his/her return to school. ***If the excusal form is not returned, that portion of the day for the appointment will be considered as unexcused or unlawful.*** Full Day Medical appointments must be specified by the medical professional when handing in the appointment card. No student will be permitted to leave the premises without being properly signed out in the office. If a student is to drive, that must be stated by the parent on the excusal request.

### **Unexcused Absences**

Unexcused absences are any excuses not accepted by state law, and those for which the student fails to bring an excuse when due. The admittance slip will be marked unexcused and deprive the holder of make-up privileges for work missed. Students who are suspended out-of-school for violation of school policy will be marked as unexcused.

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

### **Procedure After Absences**

A written excuse signed by a parent or guardian must be brought from home the day an absentee returns to school. This rule will be strictly enforced. It will be the student's responsibility to have their excuse form with them when they return after an absence. A temporary excuse will be given to a student who fails to bring in an excuse from their parents upon their return to school. This temporarily enables them to attend all their classes for the day, with the intention that the excuse will be brought in within three (3) days from the absence, otherwise, it will be considered UNEXCUSED and/or UNLAWFUL. The student will not be able to make-up work missed without the written excuse.

Students will report to the person in charge of attendance following their absence in order to receive an admittance slip.

### **Students' Vacation Absentee Policy**

Parents must submit a written request stating the reason, educational value, and duration of the trip. Absences for vacation will be limited to a total of five days. If approved, an Excusal From School form, furnished by the Attendance Office, will be completed by the student's teachers. Any make-up work must be completed within the number of school days equal to the number of days missed. Administration may deny approval on the basis of grades, discipline or other relevant factors. Missed days will then result in an unlawful absence(s).

**Vacations will not be granted during the last two weeks of the school year and during State Mandated Testing Periods..**

**Any student contacting parents to get picked up, without following school procedures, will receive detention. You must be deemed ill by the school nurse and/or administration.**

### **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 classroom teachers and should not decide to wait in the restrooms, nursing office or any other area in the school without accountability to anyone.

## MEDICATION POLICY

### **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 the high school level 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.

## 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  
--Destructive device 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, nunchaks, blackjack, sandbag, tazers, 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 his/her personal property (for example: book bag, gym bag, purse) or in a place where the individual exercises control (for example: a desk, locker, or vehicle).
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. Any suspension in excess of three (3) school days shall be subject to the informal hearing requirement established by **22 Pa. Code Chapter 12**. If, after formal hearing before the Board of School directors, or a committee or designee thereof, the student has been adjudicated to violated this policy, the student shall be expelled for a period of not less than one year; provided, however, that the Superintendent may recommend a discipline less than expulsion on a case-by-case, non-presidential basis. Students found to be in violation of this policy shall be denied the opportunity to participate in co-curricular and extra-curricular student activities.

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), 20 **U.S.C. Section 1415 et seq.**, and any amendments thereto.
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 by **Section 1307-A** of the Public School Code, as amended, will confiscate the weapon and will contact, if appropriate, the Cambria County Mental Health Department.
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.



## Appendix A

# **SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (SWPBIS)**

### **What is a School Wide Positive Behavior Interventions and Supports program?**

- School Wide Positive Behavior Interventions & Supports (SWPBIS) is a multi-tiered problem-solving model designed to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors.
- A SWPBIS model is designed to offer a range of preventive strategies and interventions that are systematically applied to students, based on their demonstrated level of need.
- SWPBIS also addresses the role of the environment in the development and improvement of behavior problems.

### **BIG IDEAS**

- Administrative Support
- Staff buy in
- Identify expectations
- Teach expectations
- Monitor expected behavior
- Acknowledge/Encourage expected behavior
- Correct behavioral errors (continuum of consequences)
- Use data for decision-making

### **What does SWPBIS Tier 1 look like?**

- 80% of students and staff can tell you what is expected of them (without looking at posters...)
- Positive interactions exceed negative (5:1)
- Positive Behavior is formally acknowledged
- Changes to the physical environment are considered as solutions to reduce challenging behavior
- Faculty & Staff systematically supervise student behavior
- Behavioral errors are systematically corrected
- Data & team-based action planning & implementation are operating
- Administrators are active participants

### **What does SWPBIS Tier 2 look like? Strategies & Interventions**

- Social-emotional Learning
- Skill-streaming
- Stop and Think
- Adult Mentoring
- Behavior Education

### **What does SWPBIS Tier 3 look like? Behavior Assessment & Plan**

- Functional Behavior Assessment (FBA)
- Behavior Intervention Plan (BIP)

**\*Student behaviors, attendance and academic standing will be used to decide eligibility for SWPBIS incentive activities. The guidelines for student eligibility for field trips, incentive days, etc. are subject to change based on data collected from continued school needs' analyses.**

## Appendix B

### **Bullying/Cyber-Bullying**

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.

**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:

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

**Bullying**, as defined in this policy includes cyber bullying.

**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.

The board prohibits all forms of bullying by district students.

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

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

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

The Superintendent or designee shall insure 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.

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

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

### Education

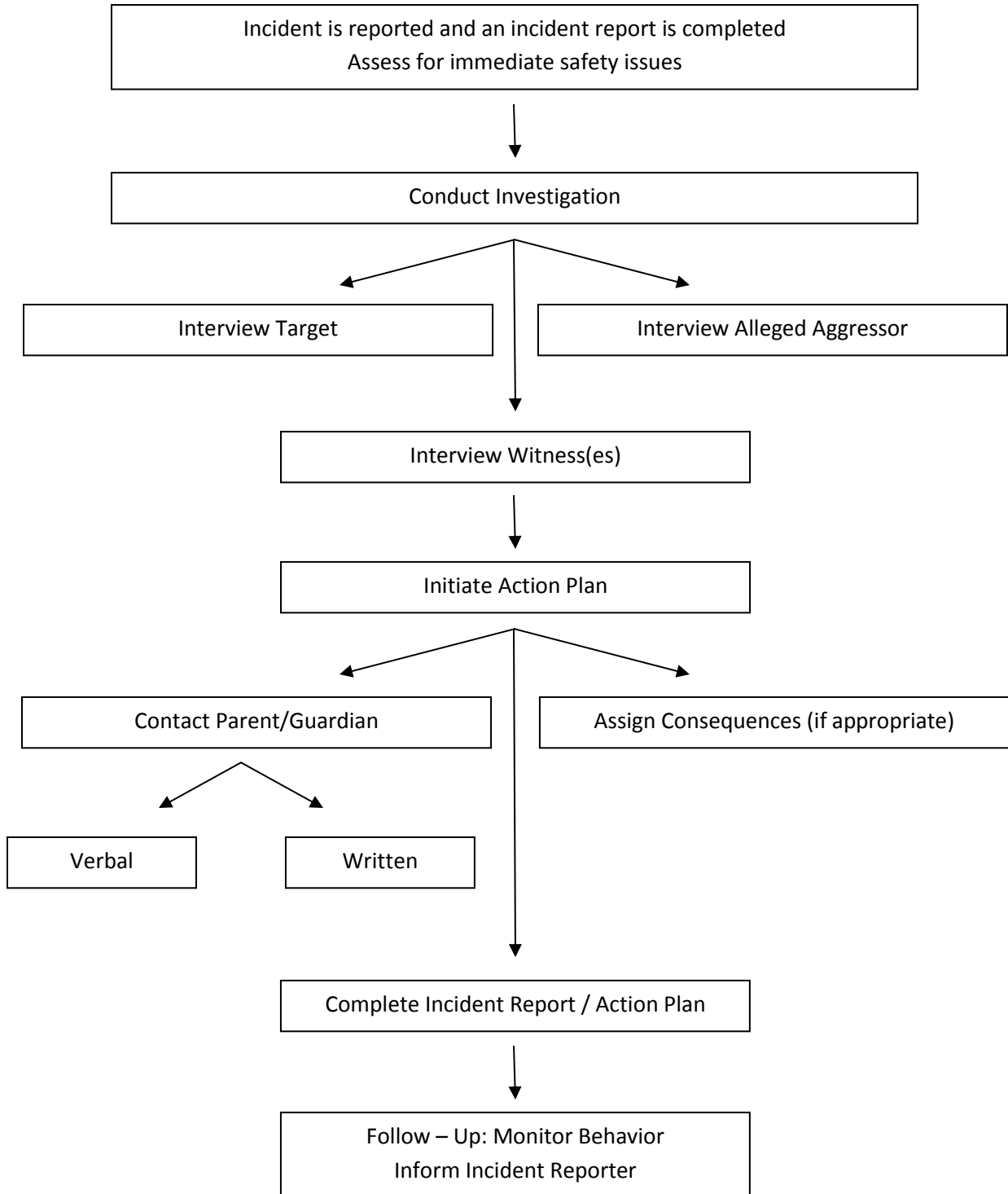
The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### Consequences For Violations

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

- Counseling within the school
- Parental Conference
- Loss of School Privileges
- Transfer to another school building, classroom or school bus
- Exclusion from school sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school/Referral to law enforcement

# Bullying/Cyber-Bullying/Incident Report Procedure



## Appendix C

# **STUDENT ASSISTANCE PROGRAM (SAP)**

### **What is a Student Assistance Program?**

A Student Assistance Program (SAP) is designed to help school personnel to identify issues which pose a barrier to a student's learning and school success. At times, those issues may be related to mental health and behavioral concerns, depression, suicide or alcohol and other drug use. The 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.

### **Why do schools have SAP Teams?**

All school districts in Pennsylvania are required to establish and maintain a program to provide appropriate counseling and support services for students who experience difficulties in school.

### **How does SAP work?**

The core of the program is a professionally trained team, including school staff such as teachers, principals, nurses, counselors, school psychologists, coaches and representatives from human service agencies. The team receives training and uses a process according to state guidelines. 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. Students may be referred on the basis of behavioral concerns, drop in school performance, mental health issues, including the risk of suicide, and drug and alcohol violations. Students may be referred to SAP by teachers or other school personnel, parents, friends, or themselves.

### **What happens next?**

The SAP team reviews all referrals; and, an information-gathering process is started. Information is requested from school staff about the student's academic performance, attendance, behaviors, and other concerns. If this information verifies the concern, the school should inform the parents. Also, parents may have information which may be helpful to the team. Together, the family and the SAP team can work to meet the needs of the student. Plans are then developed based on the individual student's situation, the seriousness of the behavior, and the school's policies and procedures.

### **What is the parent's role?**

A parent's role in the education of their child is very important. Research shows that parental involvement in the education of his/her child increases the likelihood of success for that student. This holds true for children experiencing difficulties as well. Parental support of the student assistance program process is necessary for student success. Students are more likely to benefit from services provided by the team or agency staff when parents are informed, involved, and supportive. So, here are a few tips:

1. **Become informed** about issues that are affecting our children today such as alcohol, and other drug abuse, suicide, depression, violence, etc.
2. **Attend meetings** and return calls/letters regarding your child.
3. **Be open** and honest with the team regarding your fears or concerns. Give them the opportunity to assist your child
4. **Understand** the confidentiality and consent issues which govern the process.
5. **Do not enable.** Enabling is when parents and adults unknowingly allow irresponsible or harmful behaviors to continue. Their intent is to help the child, but it only makes things worse.  
Some examples: giving children one more chance after a rule was broken, lying or making excuses for them, ignoring behaviors, promising not to tell, making deals, or blaming others.
6. **Follow through** promptly with recommendations from the school and/or agency staff.

## Appendix D

### **MTSS: Multi-Tiered System of Support**

This is a team of professionals who use data to address the individual needs of students who are struggling with academic and/or attendance issues. The team meets once per month in order to develop frameworks for improvement for students in need. Their aim is to provide solutions for the students on an individual basis which will help them reach their academic potential. This team includes:

- Principal
- Dean of Students
- Director of Special Education
- Special Education Department Chair
- Gifted Support Teacher
- School Nurse
- School Psychologist
- Social Worker
- Guidance Counselor

Students are referred to the MTSS team when they meet the following criteria:

- Failing 2 or more core classes
- Absent from school more than 10 days

Students are no longer monitored by the team when:

- Their academics have improved to the point where they are no longer failing any classes
- Their attendance improves

#### **Description of the MTSS Structure**

##### **Tier 1: Identification**

- a. Students Grades and Attendance are scanned. Students are identified from the above criteria
- b. Parents and students are notified.
- c. Students' progress is closely monitored.

##### **Tier 2: Additional Support** – for students not making adequate progress.

- a. In-house tutoring is offered in each failing subject
- b. Meetings with Deans and principals regarding attendance – could include parents
- c. Students may be pulled from electives to work on core classes.
- d. Students' progress is closely monitored.
- e. Attendance and academic contracts could be developed.

##### **Tier 3: Possible Special Services** – one of the purposes of MTSS is to potentially identify students with special needs.

- a. Meeting with parents, students, and special education to discuss testing for a learning or other disability.
- b. Potential truancy meeting with principal
- c. Enhanced Tier 2 Support

## Appendix E

### **GRADING POLICY & NATIONAL HONOR SOCIETY**

- A: 93–100% - Work which shows that all assignments have been completed with excellent or superior results and additional work has been done on student's initiative.
- B: 85–92% - All assignments completed in an excellent fashion.
- C: 75–84% - The assignments have been completed in an average or satisfactory manner.
- D: 65–74% - Assignments have not been completed or, if so, in a very poor manner.
- E: 0–64% - Work which fails to reach the minimum requirements of the subject. The assignments have fallen short and quality of mark is low.

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

- Teachers should have at least six scores in the daily record book for each subject.
- From this minimum of six scores, a grade will be determined for each subject on the Report Card.
- Teachers have the autonomy to and are encouraged to incorporate a variety of student assessments throughout each quarter.
- Class participation is an important part of the learning process and it's to be considered when the grade for the marking period is determined.
- Each nine-week report card grade is independent of the previous report card grade; however, one should be cognizant of any great change in the grade.
- The final report card grade is a summary of the evaluation of the pupil's work for the school term.
- Consistency of grades is most essential in reporting to parents. Parents are guided very definitely by what they observe on the Report Card.
- It is most essential that parents be continuously informed concerning the pupil's progress. Deficiency reports are sent to parent's mid-way through the marking period. They also may be sent any time in the marking period if there is a concern over a present grade.
- Teachers are responsible for notifying the parents when students are having academic problems and conferences are desired. Forms are provided in the office for parental conferences.
- All incomplete work will become a failing grade if the student has not requested makeup work within two weeks of the close of the marking period. If the incomplete work is not made up by the last official day of school, the grade will become a failing grade.

### **Junior and 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, not a right. 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. The induction ceremony will be held once each year; usually in April or May.

To be academically eligible for the Junior High NHS, students must make honor roll for 3 of the 4 quarters in 7<sup>th</sup> grade, and 2 of the first 3 quarters of 8<sup>th</sup> grade.

To be academically eligible for Sr. High NHS, students must maintain a cumulative GPA of 93% from the first quarter of 9<sup>th</sup> grade through and including the end of Q3 of their junior year.

## Appendix F

### **Admiral Peary Career and Technology Center (CTC)**

Students in grades 11 and 12 (as well as 10<sup>th</sup> grade Cosmetology program) 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:

1. Achieve and maintain a 2.5 grade point average
2. Have 5 or fewer discipline referrals each year
3. Have 15 or fewer non-medical absences each year.
4. 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. CTC is a privilege – not an educational right.

#### **Admiral Peary Frequently Asked Questions**

**Q:** Can CTC students drive to Admiral Peary?

**A:** No, with the following exceptions:

- NOCTI testing/Pre-Testing
- Senior Co-Op

**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 lunch. Appropriate discipline will be assigned should this occur.

**Q:** When Admiral Peary is cancelled 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 CTC.

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

**A:** No, if the cancellation is due to weather.

In the case of schools having different “off days”, students will need to report to CTC for regular classes. Transportation will be provided as usual.

## Appendix G

# 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:

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

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



### 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

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.
3. 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.
4. 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.
5. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

### Discipline (Level, 1, 2, 3, or 4)

1. A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.
2. A substantiated charge against a district student shall subject such students to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.
3. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

## Appendix H

### **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.

## Appendix I

### Parent & Community Communications Process Flow Chart

There are times when a parent, resident, taxpayer, volunteer, or employee may have a question, concern, complaint, suggestion or request and is uncertain as to the procedure to follow in contacting the school district. Many questions are easily and completely answered by communicating directly with the educator in charge of the class or program. **The single most important thing to remember is when you have a concern, you should always take a moment to think through the process, be proactive, and state the facts – not opinions or feelings. Cooler heads always prevail!**

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Child Abuse	Childline 1-800-932-0313 (TDD: 866-872-1677)	Safe2Say Something 1-844-Saf2Say SAFE2SAVPA.ORG				
Athletics/Extra-Curricular	Coach	Athletic Director	Principal	Superintendent	Board	
Athletic Facilities	Athletic Director	Principal	Superintendent	Board		
Athletic Injuries	Coach/Trainer	School Nurse	Athletic Director	Principal	Superintendent	Board
Business Office	Business Manager	Superintendent	Board			
Curriculum/Academic	Teacher	Guidance Counselor	Principal	Superintendent	Board	
Instruction	Teacher	Principal	Superintendent	Board		
Discipline	Teacher	Dean of Students	Principal	Superintendent	Board	
Facilities	Maintenance	Principal	Superintendent	Board		
Guidance	Guidance Counselor	Principal	Superintendent	Board		
Special Education	Teacher	Special Education Director	Principal	Superintendent	Board	
Student Concern	Teacher	Dean of Students or Guidance Counselor	Principal	Superintendent	Board	
Technology Problem	Teacher	inshore@cvk12.org	Principal	Superintendent	Board	
Policy	Teacher	Dean of Students	Principal	Superintendent	Board	
Transportation	Ridiblett Bus Co. (814) 539-8322	Principal	Business Manager			

Appendix J  
Bell Schedules

**Regular Mon - Thurs (44)**

HR	7:40-7:47
P1	7:51-8:35
P2	8:39-9:23
P3	9:27-10:11
P4	10:15-10:59
P5	11:03-12:21
Lunch A	11:03-11:33
Class 5A	11:03-11:47
Lunch B	11:51-12:21
Class 5B	11:37-12:21
P6	12:25-1:09
P7	1:13-1:57
P8	2:01-2:48

**Regular Friday (25)**

HR	7:40-7:47
Activity	7:51-8:32
P1	8:36-9:01
P2	9:05-9:30
P3	9:34-9:59
P4	10:03-10:28
Lunch A/5A	10:32-10:53
Lunch B/5B	10:57-11:18
P6	11:22-11:47
P7	11:51-12:16
P8	12:20-12:47

**Delay Friday (23)**

HR	8:40-8:47
P1	8:51-9:14
P2	9:18-9:41
P3	9:45-10:08
P4	10:12-10:35
Lunch A/5A	10:39-11:00
Lunch B/5B	11:04-11:25
P6	11:29-11:52
P7	11:56-12:19
P8	12:23-12:47
*No Activity Period	

\*Vo-Tech students will wait in lobby/auditorium to be dismissed

**Mon-Thurs 2-Hour Delay (29)**

HR	9:40-9:47
P1/3	9:51-10:20
P2/4	10:24-10:53
P5A	10:57-11:26
P5B	11:30-11:59
P3/1	12:03-12:32
P4/2	12:36-1:05
P6	1:09-1:38
P7	1:42-2:11
P8	2:15-2:48

\*vo-tech will miss 2 periods

\*1&2 can rotate with 3&4

**Mon-Thurs 1-Hour Delay (36)**

HR	8:40-8:47
P1	8:51-9:27
P2	9:31-10:07
P3	10:11-10:47
P5	10:51-12:01
Lunch A	10:51-11:21
Class 5A	10:51-11:27
Lunch B	11:31-12:01
Class 5B	11:25-12:01
P4	12:05-12:41
P6	12:45-1:21
P7	1:25-2:01
P8	2:05-2:48

\*vo-tech will miss 1 period

## Appendix K

### **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.

- A. 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.
- B. A reason of "pregnancy", is not sufficient, doctor must indicate complications, if any.
- C. 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.

This program of individual instruction given to each student shall be in accordance with the standards established by the Secretary of Education. The Board reserves the right to withhold individual instruction when:

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

Students placed on Homebound Education due to illness must adhere to the following regulations:

- 1. Must remain home during the regular school hours (7:45AM – 3:10PM)
- 2. Cannot be employed during their period of homebound instruction.
- 3. Any cancellations of homebound instruction must be made by the parent or legal guardian directly to the teacher one day prior of the arranged instruction.
- 4. 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.
- 5. 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.

## PARENT/STUDENT SIGNATURE SHEET

All students receive a student agenda the first day of school. Students are expected to carry the agenda at all times. It contains pass pages, and students will not be permitted to leave class without their agenda. Students are not to borrow, loan, or exchange agendas. If an agenda is lost, a replacement may be purchased from the office for \$7.00. All agendas must be intact when turned in at the end of the school year.

Please sign and return this form to your homeroom teacher by Friday, August 30, 2019 indicating that you have read and understand the policies and information in this handbook. If you have any questions, please contact the Junior-Senior High School office at 535-5523.

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Signature of Parent/Guardian

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Date

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Signature of Student

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Homeroom #

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Date