

# CONEMAUGH VALLEY JUNIOR-SENIOR HIGH SCHOOL

1342 William Penn Ave.  
Johnstown, PA 15906  
Phone: 814-535-5523  
Fax: 814-536-4025

Superintendent: David L. Lehman  
Principal: Mr. Shane Hazenstab  
Assistant Principal: Mr. William Kanich

## Principal's Message

This planner is designed as a handy 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 planner. Utilize this planner to help organize your school work. Keep it up to date, record your assignments, and keep track of your grades.

This planner will 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 #** \_\_\_\_\_

**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, 1451 Frankstown Road, Johnstown, PA 15902 and/or call (814) 535-5005.*

## TABLE OF CONTENTS

Non-Discrimination Policy.....	2
Alma Mater/Mission Statement.....	4
Faculty/Staff.....	5
School Calendar.....	6
Bell Schedules.....	7-8
General Information/School Rules.....	8-18
Disciplinary Actions/Procedures.....	18-22
Freedom of Expression.....	23
Flag Salute/Pledge of Allegiance.....	24
Access to School Facilities.....	24
Confidential Communications.....	24
Searches.....	25-26
Drug and Alcohol Policy.....	27-35
Student Assistance Program (SAP).....	36-37
Policy on Transportation.....	37-41
Attendance Policy.....	41-50
Firearms/Weapons Policy.....	51-52
Grading policy.....	53-54
Unlawful Harassment.....	55-57
Terroristic Threats.....	57-59
Bullying/Cyber-Bullying.....	59-61
Homebound.....	61-62
Parent/Student Signature Sheet.....	63

## **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.*

## **MISSION STATEMENT**

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

FACULTY

Amy Beiter	Chemistry/Physics
Robert Beiter	Mathematics
Allen Bixel	Band/Music
Lori Claar	Mathematics
Margaret Conners	French/Spanish
Ruthann Csikos	English
Jessica Daubert	Science
Deane Davis	History Inclusion
Tawne Drinosky	English
James Fisher	American History
Michael Fox	English
Grant Gourley	Art
Stacey Hazlett	Business
Zachary Hunter	History
Renee Lee	Math Inclusion
Sarah Lentz	Spanish
Thomas Marshall	English
Kathie McBreen	Business
Paula McCleester	Mathematics
Chad Lamb	Home Economics
Thomas Moran	Mathematics
Beth Moore	Library/Gifted
Anita Neisner	Mathematics
Joseph Ostinowsky	Phys. Ed./Health
Joanne Peschock	Nurse
Toni Shafer	Science Inclusion
Kenneth Robinson	Industrial Arts
John Rok	Mathematics
Laurie Semelsberger	Guidance Counselor
Robyn Shaw	English Inclusion
Katherine Sheehan	History/Psychology
Michael Thompson	Emotional Support
Jonathan Stackhouse	Science
Felecia Ward	Phys. Ed./Health
James Warynovich	History
Keli Williams	English

Cindy Fabo, Main Office Secretary  
Wendy Stahl, Main Office Secretary  
Chris Miller, Special Education Secretary

SCHOOL CALENDER

)

August 20	(3) 2hr After-School Sessions
August 21, 22, and 23	Teacher In-Service
August 27	Student First Day
August 30	Meet the Teacher Night
September 3	Labor Day
November 8	Report Card Night
November 9	Act 80 - Parent Meetings
November 12	Veteran's Day
November 22, 23, and 26	Thanksgiving Vacation
December 26 thru 31	Christmas Vacation
January 1	Christmas Vacation
January 21	Teacher In-Service
January 28	Act 80 Day
February 18	President's Day
March 8	Act 80 Day
March 29 thr April 1	Easter Vacation
May 27	Memorial Day
May 28	Last Day of School

Day 45	10/29/2012
Day 90	1/15/2013
Day 135	3/21/2013
Day 180	5/28/2013

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

**8 PERIOD PER DAY BELL SCHEDULE  
MONDAY through THURSDAY**

7:40	FIRST BELL
7:42	TEACHERS Report
7:45-7:55	Homeroom
7:55-7:58	CHANGE CLASSES
7:58-8:44	Period 1 (46 min)
8:44-8:47	CHANGE CLASSES
8:47-9:33	PERIOD 2 (46 MIN)
9:33-9:36	CHANGE CLASSES
9:36-10:22	PERIOD 3 (46 MIN)
10:22-10:25	CHANGE CLASSES
10:25-11:11	Period 4
11:14-12:38	PERIOD 5
	<b>LUNCH 1</b>
11:14-11:49	EAT LUNCH
11:49-11:52	RETURN
11:52-12:38	CLASS (46 MIN)
	<b>LUNCH 2</b>
11:14-12:00	CLASS (46 min)
12:00-12:03	GO TO LUNCH
12:03-12:38	EAT LUNCH
12:38-12:41	CHANGE CLASSES
12:41-1:27	PERIOD 6 (46 MIN)
1:27-1:30	CHANGE CLASSES
1:30-2:16	PERIOD 7 (46 MIN)
2:16-2:19	CHANGES CLASSES
2:19-3:10	PERIOD 8 (46 MIN CLASS, 5 ANNOUN.)
3:10	Student Dismissal
3:12	TEACHER DISMISSAL

## FRIDAY BELL SCHEDULE

7:40	FIRST BELL
7:42	TEACHERS Report
7:45-7:55	Homeroom
7:55-7:58	CHANGE CLASSES
7:58-8:33	PERIOD 1 (35 MIN)
8:33-8:36	CHANGE CLASSES
8:36-9:11	PERIOD 2 (35 MIN)
9:11-9:14	CHANGE CLASSES
9:14-9:49	PERIOD 3 (35 MIN)
9:49-9:52	CHANGE CLASSES
9:52-10:27	PERIOD 4 (35 MIN)
10:27-10:30	CHANGE CLASSES
10:30-11:05	PERIOD 5 (35 MIN)
	**Vo-Tech Current Events
11:05-11:08	CHANGE CLASSES
11:08-11:43	PERIOD 6 (35 MIN)
	** Vo-Tech Lunch – Depart 11:25
11:43-11:46	CHANGE CLASSES
11:46-12:21	PERIOD 7 (35 MIN)
12:21-12:24	CHANGE CLASSES
12:24-1:06	PERIOD 8 (35 MIN + ANNOUNC.)
1:06	Student Dismissal
1:08	TEACHER DISMISSAL

## GENERAL INFORMATION

### MORNING ARRIVAL

All students will enter the building through the front entrance. Students are to remain in the auditorium and cafeteria until the bell rings. Students are not to loiter outside the building upon arrival in the morning. Students must have proper permission to enter the other parts of the building prior to the first bell.

### 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.



### 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. As responsible young men and women, the following are some rules for study hall.

- 1) No talking
- 2) No Sleeping
- 3) Sit in assigned seat
- 4) No cards or iPods
- 5) No students are permitted during the study hall period to sit in groups and talk
- 6) All students must be reading or doing assigned work during the entire period
- 7) To leave study hall, all students need to have a valid pass signed by a teacher.

The teacher may institute any other rules, which are deemed necessary for an effective study hall

### RECORDING DEVICE POLICY

No student shall bring a tape recorder and/or other audio/video recording device into a school building without the prior written consent of his or her building administrator.

A student shall neither record the oral communication of another student, teacher, administrator, or other school employee, nor make a video recording of such a person's activities without first advising him or her of the proposed recording/taping and obtaining his or her consent to do so. Any equipment such as a camcorder that contains an audio recording capacity is also considered a recording device.

### 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.

### 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. Teachers will accommodate.

### 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, activities, and etc. Administration will have the final say regarding student participation.

### 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. A parent or guardian is required to visit the school office, with the student's birth certificate or other acceptable proof of age, in order to apply for an Employment Certificate.

Upon proper completion of the Employment Certificate by the employer and examining physician, a Work Permit will be issued. Permits are necessary until age 18. Questions concerning employment of minors should be referred to the Pennsylvania Department of Labor Standards.

### TRANSCRIPTS

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

## SCHOOL RULES

**\*\*BUILDING ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DISCIPLINE IN ANY AND ALL CASES.**

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).

Actions taken for disciplinary infractions may range from detention to and including expulsion pending on the degree of severity associated with the offense. All listed penalties are minimal and may be subject to change.

➤ PUBLIC DISPLAYS OF AFFECTION (PDA)

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.

➤ ASSAULT

A student shall commit an assault if he/she:

- (1) attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another student; or,
- (2) negligently causes bodily injury to another 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,
- (3) 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.

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

➤ CAFETERIA

Any student who misbehaves during lunch (leaving tray, throwing food, breaking lunch line, etc.) will be disciplined. The student may be assigned cafeteria clean up, detention, or other appropriate penalties.

➤ CHEATING / PLAGIARISM

When an offense of cheating 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.

➤ ASSAULT on FACULTY/SCHOOL PERSONNEL

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).

1<sup>st</sup> Offense- Ten days out-of-school suspension and/or alternative school placement, a parental conference with administration, and the police will be notified.

2<sup>nd</sup> Offense- Ten days out-of-school suspension and/or alternative school placement, a possible formal hearing before the Board of Education for consideration of expulsion and police notification.

B. Actual striking, kicking, spitting, use of a weapon, or premeditated threatening with a weapon against school personnel will result in immediate removal from the premises, a ten day suspension, and a possible expulsion hearing before the Board of Education. The teacher and/or school may file charges against the student.

➤ ELECTRONIC DEVICES/CELL PHONES

Cell phone use will be determined by school board policy. Cell phone use any other time during the school day will result in the following:

1<sup>st</sup> Offense – Item will be confiscated and returned 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 2 PM detentions. Parent must pick up device from office.

3<sup>rd</sup> Offense – Item will be confiscated and returned at a parent conference; student will receive 1 Saturday detention and a parental conference with administration.

\*\*If situation permits, student may remove the battery\*\*

**\*\*Failure to immediately surrender cell phone/electronic device upon request will result in immediate Saturday detention, followed by possible suspension and/or alternative school placement.**

➤ STUDENT DRIVING

- a. Students are not permitted to drive their vehicles during school hours for any reason unless permission is received from the Principal's Office. This includes requests by teachers, etc.
  - b. Any infraction of the driving regulation will result in loss of driving privilege, tow away of the violator's car at his/her expense, ticket by the police, or detention assigned by the principal.
  - c. Any rule violation can result in the loss of driving privileges.
- **Any changes to the student driving policy will be approved and set by the Conemaugh Valley Board of Education.**

➤ FIGHTING

All students involved in a fight may be suspended for three days and/or alternative school placement. Charges may be filed with the local District Magistrate and the local police may be notified.

Second offense: Five days suspension and/or alternative placement with a parental conference. Charges will be filed and police will be notified.

Third offense: Ten days suspension and a formal hearing with the Superintendent. \*\*Parental conference may be held on the day of the incident and students shall be sent home with parents (first day of suspension). . Charges will be filed and police will be notified.

➤ HARASSMENT/EXTORTION

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.

➤ LATE TO CLASS/OPENING EXERCISES

- a. If a student is late to class, late being no more than three minutes after the bell has rung(A STUDENT WHO ARRIVES AFTER 3 MINUTES WILL BE CONSIDERED OUT OF ASSIGNED AREA) due to being detained by a teacher, it is the student's responsibility to ask that teacher for a pass if the teacher fails to provide a pass. The classroom teacher will make note of the tardiness on the late to class. If a student presents a proper pass, he/she will not be considered late.

b. If the student is late to class/homeroom and has no pass, the teacher will keep a record of tardies. Tardies will be accumulated per quarter. On the third tardy in any quarter, the student will receive one PM detention. For each tardy after the third tardy accumulated in any quarter, the student will receive an additional PM detention **up to three**, followed by Saturday detention. Excessive tardiness may result in suspension and/or alternative school placement.

➤ LEAVING THE BUILDING WITHOUT PERMISSION

The student will receive two days of suspension and/or alternative school placement.

➤ MORE THAN ONE PERSON TO A RESTROOM STALL

When more than one student is in a stall at one time, regardless of the number, all students will be assigned Saturday detention.

➤ ON SCHOOL PROPERTY WHILE SUSPENDED OR ALTERNATIVE EDUCATIONAL PLACEMENT

Being on school property 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.

➤ OUT OF ASSIGNED AREA

Any student not in his/her assigned area will receive discipline ranging from detention to a 2-day suspension and/or alternative school placement for his/her actions. Second offense: 2-day suspension and/or alternative school placement with parental conference.

**Out of assigned area is any student who arrives at class more than 3 minutes after the late bell has rung without a pass.**

➤ POSSESSION, USE, OR TRANSFER OF DANGEROUS WEAPONS

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.

➤ PROPER DRESS

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

a. Shorts will be permitted with the following conditions:

Dates: 1<sup>st</sup> day of school to November 1 and

April 1 to the last day of school

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. Absolutely no spandex or look-a-likes are permitted.
  3. No visible undergarments permitted
  4. Pants or shorts with excessive holes or tears 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. Muscle shirts, tank tops, halters, backless outfits, and half shirts **will not be permitted** as outer garments by girls or boys.
  - d. Suggestive slogans and symbol decoration on clothing are not permitted (drugs, alcohol, sex, and weapons).
  - e. Shirts will be buttoned so as not to overexpose and must extend below the navel. No bare skin between the top and bottom apparel.
  - f. Any style of dress that creates a safety or health hazard to herself, himself or others is not permitted.
  - g. Appropriate underclothing is to be worn.
  - h. There is a certain amount of danger associated with long hair for both boys and girls. Reference is made to the machinery in shop, chemical laboratories, business education machines, etc. Teachers in these areas may establish such rules and regulations, as they deem necessary for the safety of all students.
  - i. Hats and other head coverings are not permitted during the regular school day.
  - j. **Excessive** body or facial piercing will not be permitted.
  - k. Any jewelry that interferes with the educational process, safety or rights of others, such as heavy chains, spiked collars, rings with sharp points or edges, chain belts, wallet chains and other jewelry or ornament that could be used as a weapon or cause damage to school property.
  - l. No coats will be permitted to be worn in class without teacher permission.
  - m. Any clothing that is deemed a distraction to the education of other students will not be permitted. **Administration will have the final decision in all cases.**

Violation in these rules will result in the following:

1. First offense: A warning will be received and a change of clothes must be brought to the school.
2. Second offense: Saturday detention and parental conference plus change of clothes.
3. Third offense: Three days of suspension and/or alternative school placement plus change of clothes.

➤ SMOKING/CHEWING TOBACCO

Students smoking, using tobacco, or possessing tobacco products within the high school may receive discipline ranging from detention, to suspension and/or alternative school placement, and possibly be fined by the local District Magistrate. Student will be required to attend the TAP program at Admiral Perry Vocational Technical School. (See Drug and Alcohol Policy)

➤ 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.

➤ SNOWBALLING

The student may receive PM detention and/or Saturday detention. Any student throwing a snowball at a moving vehicle will be reported to civil authorities in addition to detention. Second offense: Three days suspension and/or alternative school placement with parental conference.

➤ THEFT

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.

➤ TRUANCY

Truancy is an unexcused absence. The first offense may result in suspension and/or alternative school placement. 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)

➤ PROFANITY

Use of abusive language will range from detention to suspension and/or alternative school placement for the  
1<sup>st</sup> offense with a parental conference;  
2<sup>nd</sup> offense-three days suspension and/or alternative school placement with parental conference;  
3<sup>rd</sup> offense- will result in a ten day suspension and/or alternative school placement with a parental conference with the principal.

➤ PORNOGRAPHIC MATERIALS

Possession of pornographic materials will result in two days suspension and/or alternative school placement for the  
1<sup>st</sup> offense with a parental conference;  
2<sup>nd</sup> offense- three days suspension and/or alternative school placement with parental conference;  
3<sup>rd</sup> offense- will result in a ten day suspension and/or alternative school placement with a parental conference with the principal.

➤ VANDALISM

Any student who vandalizes school property will pay for the repair of such damage and will be given a three day suspension and/or alternative school placement. A parental conference is required before the student's re-admittance to classes. The incident shall be reported to the police and charges shall be filed with the local authorities.

➤ HORSEPLAY / SAFETY VIOLATION

Students involved in behavior which may be considered horseplay, which includes any actions causing injury or a safety concern towards another student or himself/herself, will be disciplined appropriately. A parent conference may be warranted.

➤ DISRESPECT and DISOBEDIENCE TOWARD FACULTY / SCHOOL PERSONNEL

A. Disobedience/Uncooperative Actions

Student's refusal of a faculty/school personnel request, such as refusal to identify one's self, walking out of class without permission, etc., will result in the following:

1<sup>st</sup> – PM Detention, Saturday Detention

2<sup>nd</sup>- Detention, Suspension, and/or Alternative School placement, Parental Conference  
3<sup>rd</sup>- three to five days Suspension and/or Alternative School placement and Parent Conference

B. Disrespect

When addressing the teacher, students use the courtesy prefix of Mr., Mrs., Ms., or Miss in combination with the teacher's last name. Students should expect corrections by faculty/school personnel when conduct warrants it.

Disrespectful words or actions directed toward faculty/school personnel

1<sup>st</sup> -Detention, suspension, and/or Alternative School placement

2<sup>nd</sup> - three to five days suspension and/or Alternative School placement, Parent Conference

3<sup>rd</sup> - Alternative school placement and possible hearing in front of the Board of Education

**DISCIPLINARY ACTIONS AND PROCEDURES**

A. PM DETENTION/SATURDAY DETENTION

--PM Detention will be scheduled after school on Tuesdays, Wednesdays, and Thursdays from 3:15 to 4:45.

--Saturday Detention will be scheduled from 8:00 AM to 11:00 AM on a rotating basis.

--**PM Detention must be taken when assigned or Saturday Detention will be assigned.**

--Excuses to miss assigned Detention must be cleared by Administration in advance.

--Failure to attend PM Detentions or Saturday Detention may result in the following disciplinary actions:

1. Loss of driving privileges
2. Parental conference
3. Suspension
4. Alternative School placement
5. Suspension of any and all extra-curricular functions
6. Hearing with Superintendent of Schools

--After a student has been assigned PM Detention six times, any infraction will result in Saturday Detention, Suspension, and/or Alternative School placement.

- Students will not be permitted to attend tutoring in place of Detention.
- Skipped Detentions:** 1 missed PM = 1 additional PM, up to 3
- 3 consecutive missed PM detentions = 1 day suspension + the additional PM detentions
- Any of the following infractions during Detention will result in further disciplinary action:
  1. Sleeping
  2. Disruption
  3. Failure to bring work
  4. Tardiness
  5. Any other violation of school rules

B. 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 effected 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 The Conemaugh Valley Board of Education has established an Alternative Education Program. This program was established for students that are unable to work within the expectations of the regular school program. The student will attend classes at Conemaugh Valley High School on Monday through Thursday from 3:25 PM. to 7:30 PM and on Fridays from 1:25 PM to 5:30 PM. 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 program, the student is not permitted to attend or participate in any of the school's extra-curricular activities. **Minimum sentence for Alternative School is twenty days.**

- 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.

### **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 appears 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:

1. Referral to the Intermediate Unit 08 Psychologist
2. Referral to county helping agencies
3. 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.

### **FREEDOM OF EXPRESSION**

- A. 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.
- B. 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.
- C. 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.
- D. 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**

- A. Information received from a student in confidence by:
1. A guidance counselor, or
  2. A school nurse, or
  3. 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.

- B. 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 student's parents consent, 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**

- A. 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.
  
- B. 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.
  - 1. Searches of Locker - Searches will be made by an official duly authorized for that purpose by the principal or the assistant principal. The search of a particular locker will only be made upon a reasonable assumption that the student is secreting evidence of an illegal act.
  
  - 2. Lockers will be searched randomly and periodically without regard to any specific suspicion or alleged infraction of school rules.
  
  - 3. Blanket searches of every locker will not be permitted except for an emergency.
  
- C. Body Searches-The Conemaugh Valley School District establishes the following policy relative to a body search (full clothes - pat down) of any students:
  - 1. 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.

2. No body search will be conducted unless at least two (2) members of the staff of the District are present, and
3. 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.
4. 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.
5. Periodically, in conjunction with the Cambria County Drug and Alcohol Task Force, trained dogs will be brought into the school to do locker searches.

### 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. Articles lost or stolen from lockers are not covered by school insurance.

Gym Lockers: Articles lost or stolen from gym lockers are not covered by school insurance. Valuables should not be left in lockers. Ask the teacher to secure them for you.

### **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 about consistent inappropriate behavior, attitude, poor class performance, tardiness, absenteeism, etc. It may or may not relate to chemical use.

1. *Immediate Action:* Teacher should refer nature of the problem to the 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.
9. *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, 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 activities 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

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

1. *Immediate Action:* School personnel will confiscate the tobacco, and escort the student to the principal's office if during school hours, or notify group sponsor or school administrator if after school hours. The 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:* The student may receive the following disciplinary actions: Saturday Detention, 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 may result in further discipline and a hearing with the Superintendent and/or School Board as well as increased fines from

the local District 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: “Pupil.” A person between the age of 6 and 21 years who is enrolled in school. “School.” A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with article XIII of the Act of March 10, 1949 (**P.L. 30, No. 14**), known as the public school code of 1949, including area Vocational schools and Intermediate Units. “Tobacco.” A lighted or unlighted cigarette, pipe or other lighted smoking product and smokeless tobacco in any form.
8. Notification of Civil Authorities: Required and charges will be filed with the District Justice.
9. 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.

### **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. About 65,000 students in Pennsylvania are referred to SAP core teams in schools every year. These core teams may use names or acronyms other than the "Student Assistance Program" (for example: STAR, CHAPS, PennCAT, RAP, etc.).

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.
- 7.

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

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:**

1. Discourteous to and will not obey driver.
2. Refusing to sit in assigned seat.
3. Standing or changing seats while bus is in motion.
4. Discourtesy to other children.
5. Crowding to door before bus stops.
6. Pushing and jostling when getting on bus.
7. Other behaviors which school officials feel warrant disciplinary action.

#### **Minor Violations:**

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

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

1. Trying to distract bus driver's attention.
2. Smoking or using tobacco in any form.

3. Flagrant disobedience to driver.
4. Destroying bus property – Note: Repayment of damages to owner also required before offender can be reinstated on bus.
5. Use of profanity, vulgarity, or obscene gestures.
6. Striking matches or lighting firecrackers.
7. Fighting.
8. Spitting on bus.
9. Impairing or endangering the lives of student or driver.

**Discipline:**

1. First Offense: Detention / Suspend offender from bus for a minimum of three (3) days. 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.
2. Second Offense: Same procedure as for first offense except that suspension shall be for five (5) school days.
3. Third and Subsequent Offenses: Same procedure as for first offense except that suspension shall be for ten (10) school days or denial of bus privileges.

The above 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.

**GUIDELINES FOR PRIVATELY OWNED MOTOR VEHICLES**

The following guidelines were established through the Student Council concerning the driving of motor vehicles to Conemaugh Valley High School.

The driving of a motor vehicle to a Conemaugh Valley High School is a privilege afforded to seniors, juniors, and those sophomores having after school employment or extra-curricular activities. These students are permitted to drive motor vehicles to school so long as they have valid permission. Underclassman may bring a car for a valid reason if written permission is provided by home and verified by the principal prior to the days the car is brought to school. In order for eligible students to obtain a parking permit the student must satisfy the following requirements:

1. Make proper application on the proper forms.  
\*\*The following items must be completed and/or shown with the application:
  - Parent Consent Form
  - Current and valid appropriate Pennsylvania operator's license.
  - Current and valid license plate and inspection sticker.
  - Proof of liability insurance as required by the state of Pennsylvania.
  - Vehicle registration card.
  - Proof of employment (juniors and sophomores.)
  - Attest to receiving, reading, and the understanding of the guidelines.
2. Once the application has been processed and approved, student parking is permitted.
3. For part-time drivers, permission must be obtained each time the student intends to drive.
4. All cyclists will have a designated (numbered parking) area.
5. All cyclists must wear the protective gear as outlined by the state laws of Pennsylvania.
6. Equipment includes a safety helmet and safety goggles.
7. All cyclists must comply with the state laws of Pennsylvania with regard to licensing, inspection, traffic laws, etc., and any other regulations as specified in these guidelines.

Breaking of any of the rules and regulations will result in penalty for the offender:

1. The first time a student driver breaks any rule or regulation and a complaint is filed, the student will be warned and his privilege will be revoked for one week. This means that the student will not be permitted to drive or ride to school on or in a motor vehicle other than a bus.
2. One warning and one warning only will be issued. If a student breaks a second rule or regulation, whether it is a repeat offense or not, he will be permanently prohibited from driving a cycle or car to school. The student will not be permitted to drive or to be a passenger on or in any type of vehicle except for a school bus.
3. A disciplinary form will be provided for each offense committed.
4. Infractions committed by those persons who are not members or who are not presently a student at Conemaugh Valley High School should be reported to the administration. Outsiders who pickup students are subject to the same rules as the students that drives. If these people violate rules



our students who ride with them will be ticketed for violations in a school zone.

5. Any student found operating a vehicle on school property without proper authority will be assigned Saturday detention and a parental conference with a school administrator will be necessary.

#### Rules and Regulations

The following rules and regulations will be observed to ensure the safety and well being of all students using the parking lot facilities.

- A 15-MPH speed limit will be observed at all times.
- Protective gear as appropriate must be worn at all times while on school property.
- No reckless driving of any sort will be permitted. This includes wheelies, racing, burning tires, line jumping, jockeying for position, etc.
- No vehicles will be permitted on sidewalks, curbs, grassy areas, or restricted areas.
- Vehicles are permitted to leave the lot while buses are loading; when buses start to leave, no vehicles are to leave the lot until all buses have exited. School buses have exit priority.
- Students are to park in the middle of the student parking lot. Room must be provided for buses to maneuver.
- Students must immediately enter the school building after the vehicle has been parked. No loitering in the parking lot area.
- All vehicles will enter and exit the school area via the East Taylor Elementary entrance.
- All vehicles will exit the school via a one-way system. There will be no line jumping or jockeying for first position.
- All vehicles are subject to searches by school officials, law enforcement agencies, and police canine units.
- **Driving privileges may be suspended for excessive tardiness, absences, and poor academic performance, and behavior in school.**
- Driving without permission (Vo-Tech). Any student driving to Admiral Peary Vo-Tech without permission will receive disciplinary action plus a suspension of driving privileges.
- **REMEMBER:** Your safety is our prime concern.
- 

*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 violation of the above regulations may result in:*

- *Detention*
- *The loss of the privilege of driving to school for a specific period of time. Vehicle Code.*
- *Suspension from school for serious or persistent violations.*
- *Arrest for violations of PA Motor*

**\*\*BUILDING ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DISCIPLINE IN ANY AND ALL CASES.**

### 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.

Pupils coming to school after 8:40 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 9:30

A.M. with a *written doctor's excuse* stating that the student had an early morning appointment.

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 8:30 A.M. (9:20 A.M. with written doctor's excuse). Students leaving prior to 9:25 A.M. and not returning, will be considered absent or the day. Those students leaving prior to 11:50 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
3. Illness in the family
4. Impassable Roads

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. Noncumulative absences are absences that do not contribute to the specified 10 or 15 days.

## Definition of Absences

### Cumulative Absences

Excused absences include:

- 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.
- 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.
- Written notification shall be sent to the parents/guardians and a conference may be held with them, the student and the principal or counselor.
- **Pre-approved** family vacation while school is in session per School Board policy – five (5) days within two occasions.
- **Pre-approved** at least one week in advance, college visits up to three (3) days **for Seniors only**. The student must complete all required forms. The Principal and Guidance Counselor reserve the right to determine if a college visit or job shadowing is necessary on a school day.
- Any absence in which a written, legally acceptable excuse is submitted within three (3) school days of a student's return.
- Only 1 day of pre-approval will be granted in grades 10-12

### Unexcused/unlawful absences include:

- 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.
- 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.
- Truancy – Unlawful absence (age 16 and under) and unexcused absence (age 17 and over).

### Noncumulative Absences

- Suspensions from school.

- 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.
- Death in the family – from date of death until one (1) day after the funeral unless otherwise authorized by the building principal.
- Religious holidays.
- School sponsored activities.
- 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.

- Unexcused Class Absence
- Unlawful and unexcused absences or unexcused class absences will result in a "0" (zero) grade for all class work missed that day.
- Educational/Vacation Tours and Trips, Grades K-12

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

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

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



- 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.*** Only in cases of emergency will a full day be considered for an appointment. 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 Absence**

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 students teachers. Any make-up work must be completed within the number of school days equal to the number of days missed. Upon return to school, the student must report to the attendance desk for an admission slip.

**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.**

### **Truancy**

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

**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.**

### **FIREARMS/WEAPONS POLICY**

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

The term "firearm" means:

1. 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);
2. the frame or receiver of such a weapon;
3. any firearm muffler or firearm silencer;
4. any destructive device

--Destructive device is defined, in part, as meaning any explosive, incendiary or poison gas bomb, grenade, rocket, mine or similar device.

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.

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).

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

As used in this policy, "weapon" means a gun of any type, operable or inoperable, facsimile (look alike) of a gun, firearm, shotgun, rifle, 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.

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

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

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

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

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

## **GRADING POLICY**

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.
- The scores for each subject in each of the four report periods are to be determined by teachers from the following suggested areas of classroom activities:

### Preparation

Class Participation

Pupil Preparation

Project Reports

Notebooks

Promptness in completing work

### Tests

Written Tests

Oral Quizzes

Daily Tests

Weekly Tests

Unit Tests

- 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 parents 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 contacted the teacher and requested makeup work within two weeks of the close of the marking period. If the incomplete work is not made up by the end of the following marking period, and arrangements have not been made to complete this work by the last official day of school, the grade will become a failing grade.

### **Admiral Perry Vocational Technical School**

Students in grades 10, 11, and 12 have the opportunity to apply for admittance to the Admiral Perry Vocational Technical School. Admiral Perry offers opportunities for trade specific training. Requirements for admittance to Admiral Perry 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-medial absences each year.

If a student does not meet and/or maintain the above requirements he/she will not be approved for admittance to the Admiral Perry Vocational Technical School. Building level administrators are permitted to consider exceptions to the above requirements in unique circumstances.

### **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.

**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

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

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

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

## TERRORISTIC THREATS

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

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

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

- The Board prohibits any District student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or District property.
- The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.
- The Superintendent or Superintendent's designee shall be responsible for developing administrative procedures to implement this policy.
- Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.
- The building Principal shall immediately inform the Superintendent after receiving a report of such a threat or act.
- When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:
  1. The building principal may immediately suspend the student.
  2. The building principal shall promptly report the incident to the Superintendent who will report the student to law enforcement officials. The Superintendent will report the incident to the Board as soon as possible.
  3. The building principal shall inform any person directly referenced or affected by a terroristic threat, including but not limited to, any and all students (including the allegedly offending student) and their parents.

4. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others, which may include a report from a mental health professional. In the case of students with disabilities, the District will take all steps necessary to comply with the individuals with Disabilities Education Act and follow Board policy.

### **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 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 of 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 web site, if available.

#### Education

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

#### Consequences For Violations

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

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

### **Junior and Senior High National Honor Society**

The purpose of the Junior 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 specified 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.

### **HOMEBOUND EDUCATION POLICY**

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.

--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.

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

--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 August 31, 2012 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.

---

Signature of Parent/Guardian

---

Date

---

Signature of Student

---

Homeroom #

---

Date

TECHNOLOGY ACCEPTABLE USE AGREEMENT  
CONSENT FORM

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

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

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

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

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

5. I will not share account information or passwords with others.

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

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

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

We have read and understand the above policies stated.

STUDENT SIGNATURE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_