

# CHARTIERS VALLEY MIDDLE SCHOOL



STUDENT HANDBOOK  
2021-2022

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## **THE MISSION OF CHARTIERS VALLEY SCHOOL DISTRICT**

The mission of the Charters Valley School District, a community dedicated to shared leadership, is to graduate students who achieve personal success by providing an exceptional academic foundation in a safe, nurturing environment that inspires creativity and innovation while embracing diversity.

### **VISION STATEMENT**

We will inspire excellence in instruction, learning and innovation to prepare our students to achieve personal success.

### **CORE VALUES**

1. Demonstrate genuine care, concern and fondness for students.
2. Adopt an education-centered focus where students come first, followed closely by the needs of their parents.
3. Develop and nurture healthy, productive and cooperative relationships with colleagues.
4. Communicate regularly and clearly with students, their families and the community.
5. Create and cultivate a district-wide Learning Community where all employees and educators are valued.
6. Encourage innovation and creativity.
7. Embrace community, regional and global partnerships.

### **SCHOOL COLORS**

Red and Blue

### **MOTTO**

Character, Virtue, Honor and Scholarship

### **MASCOT**

The Colt

### **ALMA MATER**

*Glorious things of thee are spoken,  
Home of the red and blue.  
N'er to fail and 'ere to conquer,  
To thy name we'll always be true.  
Spirits lasting thro' the ages,  
Never ceasing to proclaim.  
Chartiers Valley, now we praise thee,  
And may we ever cherish thy name.*

(Words by the Charters Valley Senior High School's Chapter of the National Honor Society)

## THE CREST

During the 2018-19 school year, as a component of renewal, focus groups of students, faculty, and administrators collaborated to develop ideas for a Chartiers Valley School District crest. Together, we identified the most significant concepts which represent the standards and aspirations of our schools: Integrity, Community, Innovation and Academia.



CVHS art teacher Christopher McHugh utilized the collective ideas and feedback from the focus groups to create a beautiful visual representation of Chartiers Valley School District.

Each symbol in the crest highlights a different element of CV's ideals:

- Red – Energy, Determination, Passion
- Blue – Truth and Loyalty
- 1956 – The year our 4 communities became CVSD
- Achievement Ribbon – Unity, School Pride
- Olive Wreath – Community, Agreement and Harmony
- Per Chevron – Constancy with peace and sincerity
- Column – Achievement through education
- Torch and Hands – Passing of knowledge from teacher to students
- Winged foot and Victory Cup – Athletics, sportsmanship, fair play
- Clef and Notes – Music and Performing Arts
- Drama Masks – Theater and Performing Arts
- Key of Knowledge – Unlock the doorway to knowledge
- Graduation Cap & Diploma – Academia, Achievement, Transition

## **CV Middle School Philosophy**

Chartiers Valley Middle School will provide a safe, flexible and structured environment that will provide students with avenues for self-expression. We will strive to enable our students to develop a sense of responsibility for their academic progress and behavior by recognizing individual strengths and differences.

Our school centers on the unique intellectual, emotional, social and physical needs and characteristics of middle school students. Emphasis is placed on developing one's self-worth as these youth transcend from childhood to adolescence.

Students and teachers will collaborate in the learning process through lively communication and interaction. It is our responsibility to make a positive contribution to ourselves, school, home, and community and be devoted to the pursuit of life learning.

At Chartiers Valley Middle School it is our goal to allow our students the opportunity to learn and grow as students and productive citizens of our community.

## I. ACADEMICS

### A. PROGRAM OF STUDIES

It is the goal of the middle school program to provide experiences that match our students' interests and abilities. The program is diverse, progressive and includes a certain curriculum as required by the Pennsylvania Department of Education (PDE). Your teachers and school counselors will help you when possible to choose the best set of experiences. If major changes in your schedule are recommended, your parents will be asked to discuss the changes with your teachers and/or school counselors before the change is made. CVMS operates on a **six day rotating basis** to accommodate the course offerings listed below.

#### **6<sup>th</sup> Grade and 7<sup>th</sup> Grade**

##### Required Courses

- English (ELA)
- (AET) Design and Modeling (3 of 6 Days All Year)
- Math
- Physical Education (3 of 6 Days All Year)
- Literature (ELA)
- Science
- Social Studies
- Spanish (3 of 6 Days All Year)

##### Electives (2/3 days out of 6)

- Band
- Chorus
- Orchestra

#### **8<sup>th</sup> Grade**

##### Required Courses

- English (ELA)
- (AET) Automation and Robotics (3 of 6 Days)
- Math
- Physical Education (3 of 6 Days All Year)
- Science
- Social Studies
- Literature (ELA)
- Choose one of the following: Spanish I or German I (All Year)

##### Electives (2 days out of 6)

- Band
- Chorus
- Orchestra

#### Encore Courses – 3 Days out of 6 for one semester

Art  
Family & Consumer Science  
Health  
Music  
Applied Engineering and Technology (AET)

## **B. REPORT CARDS AND GRADING**

Grades will be issued at the conclusion of each quarterly grading period (9-weeks). Student report cards will not be printed and mailed home; rather, parents and students may access quarterly and final grades via Infinite Campus. If you would like a paper copy of a quarterly report card, please contact the main office and a hard-copy will be prepared for you.

Infinite Campus can be accessed via the "Resources" tab on the CVMS webpage.

Student log in is: Student ID#/Lunch Code

Student Password: first initial, last initial, student six digit birthdate.

Example: John Smith born on January 18, 2001 would have a password of js011801

- Incomplete grades must be made up before the end of the next marking period, with exceptions made only in unusual circumstances. Incomplete grades will become an "F" if the work is not made up.

### **GRADING KEY**

<b>Percentage</b>	<b>Letter Grade</b>	<b>Other</b>
<b>100%-90%</b>	<b>A – Superior Achievement</b>	<b>I - Incomplete</b>
<b>89%-80%</b>	<b>B – Above Average Achievement</b>	<b>P - Passed</b>
<b>79%-70%</b>	<b>C – Average Achievement</b>	<b>W - Withdrew</b>
<b>69%-60%</b>	<b>D – Below Average Achievement</b>	<b>X – Excused or Exempt</b>
<b>59%-0%</b>	<b>F – Failure, No Credit</b>	<b>N/A – Not Applicable</b>

## **C. GRADE LEVEL PROMOTION**

The established specific requirements and procedures for grade-level promotion at Chartiers Valley Middle School include the following:

Any student who does not meet the academic requirements of a major subject course ( a grade "D" or better) may need to remediate the coursework through an approved summer school provider. Any student failing 4 major subjects for the year may be retained and will need to repeat the coursework. Major subjects are Literature, English, Social Studies, Mathematics, and Science.

Summer school is strongly recommended for students who have failed any required courses in grades 6-8. Chartiers Valley Middle School **does not** conduct summer school sessions. Parents will be provided with a list of approved summer school credit recovery programs from the guidance department. Per **Policy 124**, it is the responsibility of the parents to provide fees and transportation for summer sessions.



Required coursework must be successfully completed prior to the start of the new school year in order for the promotion to occur.

**D. VIRTUAL LEARNING EXPECTATIONS**

Google Classroom is our online platform for educational opportunities and communication. Students are expected to access their school email and Google Classroom accounts on a daily basis. Students are expected to have their school issued technology device charged and with them at school each day. It is the student's responsibility to notify a teacher, counselor, or administrator immediately when in need of technology repairs or troubleshooting assistance.

***Online Homework & Google Classroom Check:***

1. Log on: [www.cvsd.net](http://www.cvsd.net)
2. Go to "Our Schools" towards the top left side of the page – Select Middle School.
3. Click on "MS Teams" – a drop-down menu of all teams will appear – click on your child's team name. Additionally, most teachers utilize Google Classroom for posting and collecting assignments. Your child may login to their Classroom account to show you course content and assignments.
4. Homework will be posted directly on the team's webpage or you will find a link to homework on the team page. Homework webpages are a good resource, however, it is the responsibility of the student to be aware of long term projects, and computer based assignments, tests and daily work. At the beginning of each year, students are provided with a homework planner to keep track of academic responsibilities. For those students preferring to manage their assignments electronically, we encourage Google Keep as an excellent planning and management tool.

**E. AWARDS**

We honor the students who have made Honor Roll, High Honor Roll and Perfect Attendance each 9 week marking period. Awards such as *Stellar Student*, *Student of the Quarter*, *Student of the Year*, etc. are also presented. Individual teams may recognize students in their own way during team time.

**F. TEACHING TEAMS AND ACADEMIC STAFF 2020-2021**

<b>CORE CLASSES Teams</b>						
Subject	6 Blue	6 Purple	7 Red	7 Lime	8 Gold	8 Teal
Math	Mrs. Zelch	Mr. Biancanello	Mrs. Roberts	Mrs. Kirtley	Mr. Ward	Mrs. Daves
English	Mr. Krivanek	Mrs. Moreschi	Ms. Bridges	Mrs. Speicher	Mrs. Jensema	Ms. Bouch
Literature	Mrs. Switala	Mrs. M. White	Mr. Hildabrand	Mrs. Hertzog	Ms. Ciarmella	Mrs. Holleran
Science	Mr. Moreschi	Mrs. Machusko	Mr. Caplan	Mrs. Whitaker	Mrs. McLean	Mrs. Brackin

World Cultures/History	Mrs. Renaldi	Mr. Cairns	Mr. Partridge	Mr. Locke	Mr. Browne	Mrs. Longeacre
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<b>ENCORE CLASSES</b>				
<b>Health/PE</b>	<b>Unified Arts</b>	<b>Music</b>	<b>World Language</b>	<b>Business Information Technology</b>
Mr. Fleisner	Mr. Moskala	Mrs. Kelly	Mrs. Bautista	Mrs. Miller
Ms. Gannon	Mrs. Cowles	Mr. King	Mrs. Heagy	Mrs. J. White
Ms. Guarnaccio	Mr. McAleer	Ms. Kondracki	Mr. Chatlak	Ms. Kochin
Mr. Blatz	Mr. Warren		Mr. Douglass	
	Mrs. Stabile			

### Grade Level Teams

<b>Sixth Grade Core Teams</b>		
<b>6 Blue House</b>	<b>Class</b>	<b>6 Purple House</b>
Mrs. Zelch	Math	Mr. Biancaniello
Mr. Krivanek	English	Mrs. Moreschi
Mrs. Switala	Literature	Mrs. M. White
Mrs. Renaldi	Social Studies	Mr. Cairns
Mr. Moreschi	Science	Mrs. Machusko

<b>Seventh Grade Core Teams</b>		
<b>7 Red House</b>	<b>Class</b>	<b>7 Lime House</b>
Mrs. Roberts	Math	Mr. Lea
Ms. Bridges	English	Mrs. Speicher
Mr. Hildabrand	Literature	Mrs. Hertzog
Mr. Partridge	Social Studies	Mr. Locke
Mr. Caplan	Science	Mrs. Whitaker

<b>Eighth Grade Core Teams</b>		
<b>8 Gold House</b>	<b>Class</b>	<b>8 Teal House</b>
Mr. Ward	Math	Mrs. Daves
Mrs. Jensema	English	Ms. Bouch
Ms. Ciaramella	Literature	Mrs. Holleran
Mr. Browne	Social Studies	Mrs. Longacre
Mrs. McLean	Science	Mrs. Brackin

<b>Special Education Team</b>		
	<b>Class</b>	
Mrs. Ridgeway	6 <sup>th</sup> Grade Learning Support	Mrs. Schiavon
Ms. O'Malley	7 <sup>th</sup> Grade Learning Support	Mrs. A. White
Ms. Woerner	8 <sup>th</sup> Grade Learning Support	Mrs. Taucher

### **Encore Team**

<b>Heath/P.E</b>	<b>Unified Arts</b>	<b>Music</b>	<b>World Language</b>	<b>Business Information Technology</b>	
Mr. Blatz	Mrs. Colwes	Mr. Warren	Mrs. Kelly	Mrs. Bautista	Ms. Kochin
Mr. Fleisner	Mr. McAleer		Mrs. Kipp	Mr. Chatlak	Mrs. Miller
Ms. Gannon	Mr. Moskala		Ms.Kondracki	Mr. Douglass	Mrs. J. White
Ms. Guarnaccio	Mrs. Stabile		Mr. King	Ms. Heagy	

<b>Para Educators</b>			
Mrs. D’Acierno	Mrs. Mayhew	Ms. Mihaly	Ms. Plute
Mrs. Kifer	Ms. McBride	Ms. Miller	Mrs. Watson
Mrs. Stangl			

<b>Special Services</b>	
Mrs. Benis – Gifted	Mr. Ward – School Psychologist
Mrs. Chan – ESL	Mrs. Koslow– School Nurse
Mr. Depace – School Counselor (A-K)	Mr. Swift – School Counselor (L-Z)
	Mrs. Vaughan – Speech

<b>Office Staff</b>	
Dr. Welter – Principal	Mrs. Arndt – Secretary
Mr. Knause – Assistant Principal	Mrs. Modelo – Attendance Secretary

## **II. GENERAL INFORMATION**

### **A. ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse who will then report it to the proper authorities. Under no circumstances are students permitted to leave school grounds for an injury sustained at school without prior authorization.

### **B. BELL SCHEDULE**

#### **Daily Bell Schedule**

<b>Students to Lockers</b>	<b>7:45 – 7:50</b>
<b>Homeroom</b>	<b>7:50 – 7:56</b>
<i>Pass Time</i>	<i>7:56-7:59</i>
<b>Period 1</b>	<b>7:59-8:40</b>
<i>Pass Time</i>	<i>8:40-8:43</i>
<b>Period 2</b>	<b>8:43-9:23</b>
<i>Pass Time</i>	<i>9:23-9:26</i>
<b>Period 3</b>	<b>9:26 – 10:06</b>
<i>Pass Time</i>	<i>10:06-10:09</i>
<b>Period 4</b>	<b>10:09 – 10:49</b>
<i>Pass Time</i>	<i>10:49-10:51</i>
<b>Period 5 (Lunch 7)</b>	<b>10:51 – 11:31</b>
<i>Pass Time</i>	<i>11:31 – 11:33</i>
<b>Period 6 (Lunch 6)</b>	<b>11:33 – 12:13</b>
<i>Pass Time</i>	<i>12:13 – 12:15</i>
<b>Period 7 (Lunch 8)</b>	<b>12:15 – 12:55</b>
<i>Pass Time</i>	<i>12:55-12:57</i>
<b>Period 8</b>	<b>12:57 – 1:37</b>
<i>Pass Time</i>	<i>1:37 – 1:40</i>
<b>Period 9</b>	<b>1:40 – 2:20</b>
<i>Pass Time</i>	<i>2:20 – 2:23</i>
<b>Period 10</b>	<b>2:23 – 3:01</b>
Dismissal	<b>3:01</b>
<b>Bus Departure</b>	<b>3:06</b>

**Chartiers Valley Middle School  
2 Hour Delay Schedule**

<b>Students to Lockers</b>	<b>9:45 – 9:50</b>
<b>Homeroom</b>	<b>9:50 – 9:56</b>
<i>Pass Time</i>	<i>9:56-9:59</i>
<b>Period 1</b>	<b>9:59 – 10:25</b>
<i>Pass Time</i>	<i>10:25 – 10:28</i>
<b>Period 2</b>	<b>10:28 – 10:54</b>
<i>Pass Time</i>	<i>10:54 – 10:57</i>
<b>Period 3</b>	<b>10:57 – 11:24</b>
<i>Pass Time</i>	<i>11:24 – 11:27</i>
<b>Period 4</b>	<b>11:27 – 11:54</b>
<i>Pass Time</i>	<i>11:54 – 11:57</i>
<b>Period 5 (Lunch 7)</b>	<b>11:57 – 12:27</b>
<i>Pass Time</i>	<i>12:27 – 12:29</i>
<b>Period 6 (Lunch 6)</b>	<b>12:29 – 12:59</b>
<i>Pass Time</i>	<i>12:59 – 1:01</i>
<b>Period 7 (Lunch 8)</b>	<b>1:01 – 1:31</b>
<i>Pass Time</i>	<i>1:31 – 1:34</i>
<b>Period 8</b>	<b>1:34 – 2:01</b>
<i>Pass Time</i>	<i>2:01 – 2:04</i>
<b>Period 9</b>	<b>2:04 – 2:31</b>
<i>Pass Time</i>	<i>2:31 – 2:34</i>
<b>Period 10</b>	<b>2:34 – 3:01</b>
Dismissal	<b>3:01</b>
<b>Bus Departure</b>	<b>3:06</b>

EMERGENCY SCHOOL CLOSING – If it becomes necessary to close or delay the start of school, the announcement will be made via an automated phone message from the Superintendent. The announcement will also be broadcast on local radio and television networks.

**Chartiers Valley Middle School  
Positive Behavior Supports (PBS)  
Extended Homeroom Schedule**

<b>Students to Lockers</b>	<b>7:45 – 7:50</b>
<b>Homeroom (PBIS)</b>	<b>7:50 – 8:30</b>
<i>Pass Time</i>	<i>8:30 – 8:33</i>
<b>Period 1</b>	<b>8:33 – 9:13</b>
<i>Pass Time</i>	<i>9:13 – 9:15</i>
<b>Period 2</b>	<b>9:15 – 9:55</b>
<i>Pass Time</i>	<i>9:55 – 9:57</i>
<b>Period 3</b>	<b>9:57 – 10:37</b>
<i>Pass Time</i>	<i>10:37 – 10:39</i>
<b>Period 4</b>	<b>10:39 – 11:19</b>
<i>Pass Time</i>	<i>11:19– 11:21</i>
<b>Period 5 (Lunch 7)</b>	<b>11:21 – 11:51</b>
<i>Pass Time</i>	<i>11:51 – 11:53</i>
<b>Period 6 (Lunch 6)</b>	<b>11:53 – 12:23</b>
<i>Pass Time</i>	<i>12:23 – 12:25</i>
<b>Period 7 (Lunch 8)</b>	<b>12:25 – 12:55</b>
<i>Pass Time</i>	<i>12:55 – 12:57</i>
<b>Period 8</b>	<b>12:57 – 1:37</b>
<i>Pass Time</i>	<i>1:37 – 1:39</i>
<b>Period 9</b>	<b>1:39 – 2:19</b>
<i>Pass Time</i>	<i>2:19 – 2:21</i>
<b>Period 10</b>	<b>2:21 – 3:01</b>
Dismissal	<b>3:01</b>
<b>Bus Departure</b>	<b>3:06</b>

**C. CLUBS/ACTIVITIES & ATHLETICS**

CVMS students have the opportunity to participate in the clubs, activities and athletic teams listed below:

<b>Club/Activity</b>	<b>Sponsor</b>	<b>Club/Activity</b>	<b>Sponsor</b>
National Jr. Honor Society	Ms. Kondracki	Student Council	Ms. Ciarmella
Best Buddies	Ms. Vaughan	Newspaper	Mrs. Bautista
Yearbook	Mrs. McLean	Media Team	Mr. Locke

<b><i>Fall Sports</i></b>	<b><i>Winter Sports</i></b>	<b><i>Spring Sports</i></b>
Cross Country	Basketball	Baseball (Boys)
Soccer	Wrestling	Softball (Girls)
Football		Track
Volleyball		Swimming

Cheerleading – Participation is during the fall and winter sport seasons. Try-outs are held in the spring.

Students assigned to an external suspension will not be permitted to participate/attend any school extracurricular activity or commencement during the period of suspension. In addition, students who are suspended are responsible for obtaining and returning all class assignments during the period of suspension. **Students who are absent from school may not participate in activities on the day they are absent.**

In order to participate in athletics, a student must maintain a 2.0 GPA. Eligibility for the first grading period is based on the final grades for the preceding school year. If a student fails to meet these requirements, they will lose eligibility for the first 15 school days of the next grading period.

All students will be put on a weekly Athletic Eligibility list. The weekly Athletic Eligibility list will be checked every Friday through Infinite Campus. All Coaches and necessary faculty will be notified by 11:00am.

Their grades will be checked weekly starting 15 days into the marking period. If a student is failing two (2) or more classes, they will be ineligible for one week (Sunday-Saturday) and will have to follow the steps listed below. If a student is failing one (1) class, they will be placed on "Warning" status and must follow the steps listed below:

Any student that appears on the eligibility list with a failing grade in a full credit course will be placed on WARNING Status and would be required to seek academic assistance in the failing subject area.

If a student appears on the eligibility list for four (4) consecutive weeks in the same subject area they will be removed from the team for the remainder of the season. The student cannot participate in any conditioning or preseason practices with another sport until the grade becomes a passing mark.

#### **D. EARLY DISMISSAL**

Students requesting an early dismissal must have a signed note from a parent or guardian stating the reason for the request. These students will report to their homeroom first, then to the office.

**Students must report to the office to sign-out before leaving school property. Students not following these procedures will be considered unexcused and will receive disciplinary consequences. The designated person that is picking up the student should bring a valid ID and come to the main door to sign out the student.**

Campus Safety and/or office personnel will record the names of those excused from campus.



### Drop off and Pick up procedures:

When arriving in the morning during drop off and afternoon pick up, Chartiers Valley Middle School students should be dropped off at door #3, directly past the sky bridge. When coming up the driveway, make the first right turn and proceed to the designated area.

For late arrivals or early dismissals, Chartiers Valley Middle School students should be dropped off and picked up at the main entrance of the middle school, door #1. When coming up the driveway, make the first right, and park in front of the main door #1. To access the visitor parking for longer stays, proceed past the skybridge and use the visitor spots on the left hand side.

If you need to schedule an early dismissal for your Middle School student, please schedule it before 2:40 pm. Parents will not be permitted to drive on campus between 2:40 pm and the time of the departure of busses (approximately 3:00 PM).

### **E. EMERGENCY SCHOOL CLOSING**

In case of school delays or cancellations due to hazardous weather conditions, the Chartiers Valley School District will automatically contact the main phone number on the file with the school. Please remember to notify the school of any telephone changes to ensure that this service is effective. Contact numbers can also be changed through Infinite Campus. Closings and delays can also be known by tuning to the following news channel stations:

News Channels (TV and Internet): KDKA- TV (Channel 2), WTAE-TV (Channel 4), WPXI-TV ( Channel 11)

In case of inclement weather or emergency, it is important to keep telephone lines to school open. Parents and students are asked to refrain from calling the school during these times.

### **F. FIRE DRILL**

Always be alert for a fire drill. You can never tell whether it may be a drill or an actual fire. No student is excused from participating in a drill. Each room has exit directions and students should act under the direction of the teacher. Follow these directions in an orderly, quick-moving manner. Any infractions should be reported to the office.

### **G. ILLNESS AND MEDICATION**

Students who become ill during the school day should report to his/her classroom teacher and obtain a pass to the health office. If the student is too ill to go to the classroom, he/she should report to the health office with appropriate assistance. Students can contact their parents on the health office phone after an assessment by the school nurse. Students must be signed out in the main office by the parent, guardian or emergency contact upon dismissal from the health office.

Students who require the administration of any medication during school hours must comply with the following policy:

1. Medication (prescribed and over-the-counter) will be administered by the school nurse. All medications except self-managed medications (inhalers and epinephrine) will be stored in the health office in a locked cabinet.
2. A "Permission for Medication Administration" form must be completed by a physician and parent/guardian and sent to the Health Office. The form must be renewed annually.
3. Medications must be sent to school in the original containers. Only medications sent to the school from parents/guardians will be dispensed.

No student is permitted to dispense prescribed or over-the-counter medicines to any other student. Failure to adhere to this policy will be considered a violation of the school district Drug and Alcohol policy.

## **H. LOCKERS**

Lockers will be assigned by grade level and homeroom. The district will not provide locks, however, students are strongly encouraged to bring a lock. Be sure to provide the homeroom teacher with the combination and/or extra key for the locker in an event that the student forgets. The school district is not responsible for lost or stolen items taken from a locker. Leaving valuables in an unlocked locker is unsafe and should be avoided. Lockers should not be shared with other students. Each student is responsible for any damage to the internal part of locker. Do not deface lockers.

## **I. LOST AND FOUND**

Any item that is found within the building will be held in the school's lost and found. Items remaining at the end of each semester will be donated to a charitable organization.

## **J. LOST OR DAMAGED SCHOOL MATERIALS**

The Chartiers Valley Board of Directors has adopted a policy requiring a student or his/her parent to pay full replacement cost for any textbook, technology device, or school material that was lost or damaged while it was assigned to the student. No grades, transcripts or records will be released for anyone who has a financial obligation to the district.

## **K. HIGH SCHOOL CLOSED TO MIDDLE SCHOOL STUDENTS**

Middle school students are not permitted in the high school complex unless authorized by a middle school and high school authority or unless a scheduled class takes place in the building.

## **L. NON- INSTRUCTIONAL ITEMS**

Students are strongly discouraged from using electronic devices (e.g., cellular phones, iPads, etc.) during the school day. Additionally, items not used for instructional purposes (toys, games, etc.) should remain at home. Students are not permitted to use personal communication devices during class time unless otherwise directed by the course instructor. Use of these devices when prohibited will result in disciplinary consequences.

## **M. POSTING OR DISTRIBUTING MATERIALS**

The principal's permission is required when a student wishes to post or distribute materials on school property. Once approved, materials that are posted or distributed must be signed or stamped with the principal's signature. Any materials posted without the principal's approval will be discarded.

## **N. RESTROOM USAGE**

Should the need arise, students are expected to use the restroom facilities during the pass time provided between classes. If the need to use the restroom facilities arises during the time a student is in class, the student must obtain authorization from the teacher to use the restroom pass. Students should use the restroom located closest to their assigned classroom.

Each student should remain in the classroom to obtain the best possible education; therefore, the need to leave the classroom should not become a frequent occurrence. Students will be required to provide documentation from a physician if they have a need to use the restroom on a regular basis while class is in session.

Students are reminded that only one student may be in a restroom stall. Students who congregate in a stall are subject to disciplinary action. Campus safety personnel will routinely check all restrooms

### **O. STUDENT ACCIDENT INSURANCE**

Insurance will be available to all students. Information regarding this insurance may be obtained by calling the school district's business office at 412-429-2210.

### **P. STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is mandated throughout all public secondary schools in PA. It is designed to assist school personnel to identify student issues, including alcohol and other drugs, which pose a barrier to their learning and school success.

Chartiers Valley's SAP program is called Student Support. The mission is to help students and their families, encourage healthy coping skills, and to increase school success. Students' health, safety, and welfare are always of utmost importance. Student Support Teams coordinate the program. The teams include teachers, counselors, administrative staff, etc. These individuals are specially trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and offer resources to assist the student and parent. It is neither the mission of the school nor its responsibility to resolve all problems that impact school performance.

Involvement of parents in all phases of the SAP underscores the parents' role and responsibility in the decision making process affecting their children's education and is the key to successful resolution of the problems.

School personnel, peers, students themselves, or family members may refer students to Student Support. Any person who is concerned about a student is encouraged to refer that student by contacting the school counselor.

Some signs and symptoms of students who may be referred to the Student Support are:

- Decline in grades/academic performance
- Poor attendance
- Change in friends, behavior, or attitude
- School phobia
- Violation of school rules
- Health problems
- Alcohol and other drug use
- Family issues/stress/violence
- Being at risk for suicide or other mental problems including anxiety/fear, withdrawal, isolation, risk-taking or self-abusive behavior, eating/sleeping/grooming problems or peer relationship problems
- Being a victim of violence/abuse
- Eating, sleeping or grooming changes

### **Q. VALUABLES**

Students are strongly discouraged from bringing valuable items to school. Safety of these items that are stored in a backpack or kept in lockers cannot be guaranteed. A student wishing to carry valuables will do so at his/her own risk and responsibility. Chartiers Valley Middle School is in no way responsible for any lost or stolen items.

## **R. VISITORS**

When visiting our school, please use the main entrance (Door #1). For safety precautions, all outside doors will be locked during school hours. Visitors will be required to register and wear the provided visitor's badge at all times while in the building. All Chartiers Valley buildings utilize the RaptorWare visitor software. This software scans driver's licenses and cross references the National Sex Offender watch list. The software also automatically issues your visitor badge. Visitors must be accompanied by District employees at all times unless otherwise authorized by the principal.

Students may not receive visitors unless, in an exceptional circumstance, prior permission has been given by a building principal.

## **III. STUDENT CONDUCT**

### **A. ACADEMIC INTEGRITY**

Academic integrity indicates an ability to meet and face issues and creates an atmosphere of trust, respect, and security, which is encouraged at all levels. In addition, it is essential in an academic community that grades accurately reflect the achievement of the individual student. Faculty, students and administrators have shared responsibilities in maintaining the academic integrity essential for the school to accomplish its objectives.

#### **Violations of Academic Integrity:**

- Obtaining help from another student during examinations.
- Knowingly giving help to another student during examinations.
- The use of notes, books, or any source of information during examinations, unless authorized.
- Obtaining, without authorization, an examination or any part thereof.
- Plagiarism.
- Providing one's work for another student to copy and submit as his/her own.
- Altering, or causing to be altered, the record of any grade in a grade book, office, or other record.

Consequences for violating the academic integrity procedure may include the student receiving a zero (0) for the assignment and appropriate disciplinary consequences.

### **B. AUTHORITY**

There is no division of authority among members of the staff of middle school. High school staff members are also authorized to reprimand or correct High School students who misbehave at any time or any place during the school day. Teachers, according to the school code, have authority over pupils to and from school. Campus safety personnel also represent authority figures in the educational complex.

### **C. DISCIPLINE**

The Chartiers Valley School District uses a progressive system of discipline. Students may be assigned directly to after school detention, Saturday detention or out-of-school suspension depending upon the rule violation. The principal may deviate from this procedure in exceptional circumstances.

#### **D. DISCRIMINATION**

The District will not tolerate discrimination on the basis of race, color or national origin by students or employees and will take appropriate disciplinary action against individuals that violate this policy.

#### **E. CODE OF CONDUCT (policy #218)**

The Charters Valley Board of Directors adopted a Code of Conduct that provides a description of expectations and responsibilities for students, parents and school personnel.

The Code of Conduct defines disciplinary offenses and consequences on three levels. The disciplinary options are defined in the Code of Conduct. The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

#### **LEVEL I**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Classroom teachers should handle many of these types of infractions by contacting the parent or guardian when the misbehavior first occurs.

#### **EXAMPLES BUT NOT LIMITED TO**

- Classroom/school disturbance or disruptive/inappropriate school behavior
- Littering
- Loitering/found in unauthorized area
- Running or shouting in the halls
- Food or drink in classroom unless directly involved in a sanctioned educational activity
- Eating outside cafeteria without proper authorization
- Inappropriate display of affection
- Unauthorized sale of non-harmful items
- Excessive unexcused tardiness to school or class
- Inappropriate dress
- Inappropriate language
- Cafeteria misbehavior
- Class Cut
- Leaving classroom(s) without proper authorization
- Minor bus misconduct
- Violation of school driving and/or parking policies

#### **DISCIPLINARY OPTIONS (but not limited to)**

The following list of options includes, but is not limited to, responses the appropriate staff member may use in dealing with Level I misbehaviors

- Verbal or written reprimand
- Lunch detention
- Meeting and/or telephone conversation with parent(s)/guardian(s) to discuss behavior problem
- Written agreement
- Special assignment
- Modified day
- Detention assignment(s)
- Assignment to Independent Learning Center (if available)
- Temporary out of school/external suspension
- Assignment to Saturday Detention
- Denial of privileges/extra-curricular activities
- Loss of parking privileges
- Referral to Student Support Team or Instructional Support Team

## LEVEL II

Misbehavior in which the frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the repetition or continuation of Level I misbehaviors, require additional disciplinary options because execution of Level I disciplinary options has failed to correct the inappropriate behaviors. Also included in this level are misbehaviors which do not pose a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

### EXAMPLES BUT NOT LIMITED TO

- Continuation of Level I misconduct
- Extreme Level I misconduct
- Obscene, vulgar or indecent conduct or language
- Using forged notes or excuses
- Throwing objects/food
- Unsafe bus conduct
- Failure to report to a detention assignment
- Violation of school attendance policies (failure to submit excuses in a timely manner)
- Defiance of authority; refusing to do as ordered; insubordination
- Leaving school grounds without permission
- Violation of school district tobacco policy

### DISCIPLINARY OPTIONS (but not limited to)

The following list of options defines responses the appropriate staff member may use in dealing with Level II misbehaviors

- Modified day
- Consequences defined by School Board Policy (if applicable)
- Written agreement
- Detention assignment(s)
- Lunch detention
- Denial of privileges/extra-curricular activities
- Assignment to Independent Learning Center
- Assignment to Saturday Detention
- Temporary external suspension
- Loss of parking privileges
- Referral to Student Support Team or Instructional Support Team

In cases of suspension, students are entitled to due process rights.

## LEVEL III

Acts whose frequency or seriousness tends to disrupt the learning environment of the school; acts that pose a threat or danger to the health, safety or welfare of any individual; acts that violate any local, state or federal laws or ordinances.

### EXAMPLES BUT NOT LIMITED TO

- Repetitions, extreme or flagrant misconduct of any offense defined in Levels I and/or II
- Habitual Truancy
- Violation of district drug and alcohol policy
  - Minimum 10 days out of school suspension
- Violation of district weapon policy: As used in describing the possession or use of a weapon, the term "weapon" shall include but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument, or item capable of inflicting serious bodily injury.
  - Minimum 10 days out of school suspension

- Theft
- Terroristic Threat
- Unauthorized possession of school district property that belongs to another individual
- Arson; setting a fire on school grounds
- Possessing or using weapons, fireworks, explosives, ammunition, or instruments that can be classified as being dangerous when used upon another person
- Fighting
- Assault/battery
- Threatening or intimidating others
- Taking or tampering with videos or photos of other students without their consent
- Vandalism
- Trespassing on school property or refusing to leave school property when ordered to do so
- Racial slurs or intimidation
- Sexual harassment
- Physically or verbally threatening or intimidating others for any reason, including but not limited to, the race, sex, religion, color, national origin or disability of the victim, and including but not limited to comments, slurs or epithets based on any such classification
- Destruction of the property of others
- Setting false alarms, bomb threats
- Extortion
- Violation of federal, state, local law
- Willfully striking an employee
- Gambling; exchange of money or property for the purpose of wagering
- Sharing via social media or electronically distributing content that has a connection with Chartiers Valley High School and results in a significant disruption to the learning environment of the school.

#### DISCIPLINARY OPTIONS (but not limited to)

The following list of options defines responses the appropriate staff member may use in dealing with Level III misbehaviors.

- Assignment to Independent Learning Center (if available)
- Assignment to Saturday Detention
- Consequences defined by School Board Policy (if applicable)
- Temporary external suspension
- Full external suspension
- Alternative education placement
- Expulsion
- Referral to police, magistrate or outside social or treatment agency
- Denial of privileges/extracurricular activities
- Loss of parking privileges
- Restitution of property or damages

In cases of suspension, students are entitled to due process rights. A Level III suspension may result in a hearing before the School Board for further disciplinary action.

#### **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and good conduct. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

#### **Every student should:**

- Read the appropriate building Student Handbook
- Be aware of and exhibit good conduct.
- Follow rules and regulations.

- Cooperate with school staff in disciplinary cases should they have relevant information.
- Pursue and complete the course of study prescribed by state and local authorities.
- Cooperate with the school staff in running a safe school.
- Express ideas and opinions in a respectful and accurate manner.
- Complete homework carefully and totally and make up work when absent from school.
- Exercise proper care when using public facilities and equipment.
- Be on time for all classes and other school functions.
- Dress and groom in a manner that is safe, clean and not disruptive of the educational process.

### **PARENTAL RESPONSIBILITIES**

Parents should teach their children the importance of honesty, respect for law, respect for property, and respect for others. When parents and school work diligently toward the fulfillment of these obligations, it is beneficial to each individual.

#### **Every parent should:**

- Ensure their child's compliance with approved codes of behavior and discipline.
- Read the building Student Handbook and discuss school rules with their children.
- Cooperate with school personnel whenever special services are indicated for the student.
- Become involved in their child's school life.
- Participate in school/community meetings, functions and projects.
- Call to arrange a conference with the building administrator to discuss concerns or questions regarding disciplinary action.
- Communicate with school personnel.

### **STAFF RESPONSIBILITIES**

Each member of the school staff must understand the Code of Conduct and accept responsibility for making it work. The staff must know the information in the building Student Handbook. Efforts by staff to counsel students should convey respect for students as persons.

#### **Every staff member should:**

- Serve as a positive role model.
- Recognize that preventive discipline is preferable to remedial discipline
- Respond to disciplinary situations within the school or on school property.
- Exercise control through appropriate planning, management and instruction.
- Recognize individual differences and levels of maturation in students.
- Obtain assistance from counselors, nurses, and administrators, where appropriate.
- Enforce the Code of Conduct consistently.
- Protect students' rights; communicate students' responsibilities.
- Communicate with parents.
- Submit the required anecdotal report when referring disciplinary matters to the administration. Be prepared to provide testimony should a meeting or hearing be required.

## **F. COMPUTER TAMPERING**

Tampering with, vandalism, or unauthorized use of Chartiers Valley School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCR'S, televisions, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be at least as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995). Student violators will be subject to discipline up to and including possible expulsion. This policy includes inappropriate use of the Internet, network, and email capabilities that exist on school district computers. All violators will be held responsible for restitution of



any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

Below is a list of technology fees for the 2021-22 school year. All students and parents must sign the 2020-21 Student Laptop Agreement in order to be provided a district device. A copy of the agreement can be reviewed at the end of this handbook.

Item	Total
Laptop LCD - NonTouch	\$75.00
Laptop LCD - Touch	\$200.00
Keyboard	\$100.00
Battery	\$75.00
Touchpad	\$55.00
Bezel	\$70.00
Cover	\$65.00
Power input cable	\$50.00
Power adapter	\$30.00
Total Unit	\$450.00

School issued technology devices remain the property of Chartiers Valley School District and must be returned at the conclusion of the student’s enrollment.

**G. DENIAL OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students assigned to an external suspension will not be permitted to participate/attend any school extracurricular activity or commencement during the period of suspension. In addition, students who are suspended are responsible for obtaining and returning all class assignments during the period of suspension. **Students who are absent from school may not participate in activities on the day they are absent.**

**H. DETENTION PROCEDURES**

- Students are expected to report to detention promptly and remain the entire period.
- Detention is held Monday to Thursday from 2:45 PM to 4:15 PM.
- Students are expected to sit in their seats and are not permitted to talk.
- Students are expected to do homework or read.
- If a student is absent on the assigned detention day, he/she must stay for detention the next day.
- Only one date change will be made per infraction with a parent phone call to the secretary (412-429-2220) prior to the assigned date of detention.
- Non-attendance for detention will result in additional consequences as outlined below:
  - A first missed detention will result in 2 days of after school detention.
  - A second missed detention will result in a short Saturday detention.
  - A missed short Saturday detention will result in a long Saturday detention.
  - A missed long Saturday detention will result in social probation for a specific period of time.
    - While on social probation a student is not permitted to attend extra-curricular activities such as athletic events (as a spectator), dances, meetings, clubs and other HS activity functions etc.

**Recalcitrant Students** - A student who becomes a chronic behavior problem and whose conduct constitutes a violation of the right to education of other students may be recommended to the superintendent for expulsion. Three suspensions in a single school term may result in a recommendation for expulsion. This, however, does not preclude a recommendation for expulsion following a first or second offense, if in the judgment of the principal, the gravity of the offense warrants such action.

In each of the preceding circumstances, it is incumbent upon the parents and professional staff to use to the fullest extent all possible preventive and corrective measures including parent conferences, counseling, case conferences, peer review, and other appropriate techniques.

#### **I. DRUG AND ALCOHOL POLICY (policy #227)**

Students and parents are strongly advised to carefully review the school district's drug and alcohol policy. Violators are subject to the consequences. A Summary of Alcohol or other Controlled Substances Intervention Regulations is displayed on pages 34-35 of this handbook.

#### **J. LEGAL CONSEQUENCES**

Students can face school consequences as well as legal consequences for major Code of Conduct violations or repeated minor violations. Students can receive a citation or criminal charges depending on the rule violation. Examples of such behavior include, but are not limited to: disorderly conduct (vulgar language, insubordination, inappropriate behavior), fighting, assault, vandalism, theft, violation of the tobacco policy, violation of the drug and alcohol policy, harassment, truancy, leaving school property, excessive tardies to school, and trespassing.

#### **K. OUT-OF-SCHOOL SUSPENSION (EXTERNAL) SUSPENSION**

The student is not permitted to attend school or participate in any extra-curricular activities during this time period. The student is not permitted on school grounds at any time during the suspension. If observed on school grounds, the student will be cited for trespassing. A post-suspension conference with the student, parent and administrator is required for re-admittance.

#### **L. RECORDING WITHOUT PERMISSION PROHIBITED**

No student is permitted to make an audio or video recording of another individual or a class session without the permission of the student, teacher or administrator who is being recorded. All individuals have a right to privacy in areas where there is an expectation of privacy, including but not limited to locker rooms and restrooms. Students may not take or tamper with videos or photos of other students without their consent. **Any violations of this right will result in disciplinary consequences including and up to expulsion.**

#### **M. REPORTING UNSAFE AND DANGEROUS ACTS**

Students who have knowledge that a student has or is considering a dangerous or unsafe act that could affect the health and safety of that individual or others must report it. Students should report any concerns to the principals or school resource officer immediately. Students found to have knowledge of an unsafe act or a threat of an unsafe act, and not report it immediately, could be subject to school consequences and legal consequences.

Students may also submit anonymous reports through the Safe To Say Something program by using the S2SS app, calling 1-844-SAF2SAY, or visiting [www.safe2saypa.org](http://www.safe2saypa.org).

## **N. SCHOOL BUS (policy #810)**

The bus driver has your life in his/her hands! He/she must concentrate all of his/her efforts on the safe operation of the bus and cannot afford to divert attention to handle discipline problems with student passengers.

Listed are some of the reasons a student may receive a warning, bus suspension, criminal charges or other school consequences:

1. Throwing objects in or out of the bus.
2. Fighting on the bus.
3. Smoking/use of a vaping device on the bus.
4. Lighting combustible objects on the bus.
5. Defacing or destroying school property (seats, lighting, windows, etc.).
6. Using obscene language on the bus.
7. Extending any part of the body out of the bus.
8. Distracting the bus driver's attention in any unnecessary way.
9. Failing to remain seated.
10. Causing a disturbance on the bus.

High school students may only ride the high school to which they are assigned. High School students may not ride buses that transport middle school students. Students and others who are directed, by the driver or another person with authority, must do so.

Students who violate safe bus conduct procedures will be subject to consequences per Board Policy 810.

For a first offense misconduct report, the student will receive a warning, except when the offense is deemed serious enough to warrant severe measures by the administration and/or Board. For a second offense, a temporary suspension of transportation privileges up to three (3) days will be invoked. The principal will inform the student of the reasons for the suspension, and the student will be given the opportunity to respond to the action.

The principal will also:

- Contact the student's parent/guardian, and give notice of the action.
- Send a letter to the parent/guardian, with a copy to the Superintendent, giving a full report of the misconduct.
- Inform the school bus driver of the action taken.
- Provide an opportunity for a conference with the parent/guardian before the suspension is terminated.

A student who commits a third offense will be given a five (5) day suspension from bus riding privileges. As in the case of the second offense, the principal will implement the same adjudication procedures.

If repeated offenses result, a student could receive full suspension of school transportation privileges or expulsion from school. The principal will conduct an informal hearing on the alleged violation.

Any decision for an expulsion would be determined by the members of the Board.

## **O. SCHOOL DRESS (policy #221)**

Appropriate student dress and grooming are related to the efficient and orderly operation of a school. Good student appearance is often reflected in student performance and tends to promote and improve interest in educational endeavors and enhance the development of positive self-esteem.

The following are prohibited at the Middle School:

- Articles containing messages or illustrations promoting drugs, alcohol, tobacco, weapons, sexual (including innuendo), illegal or inappropriate language or activities or apparel that demeans or degrades another
- Chains (including wallet chains, spiked dog collars/bracelets)
- Tops that are low cut or expose the midriff
- Halter tops (including spaghetti strap, one shoulder, tube tops/strapless, cut off or mesh tops)
- Skirts or shorts that are shorter than the fist when arms are fully extended to the sides
- Holes or rips in material above the mid-thigh/fingertips
- Pajamas
- Clothing that is worn in such a way that undergarments are exposed
- Kerchiefs, bandanas, scarves, or other headgear (worn or carried)
- Overcoats

Additionally, all pants and shorts must be worn at waist height. Shoes must be worn at all times.

Teachers and principals will make the final determination as to clothing that is inappropriate or detrimental to the educational process.

#### **P. SEARCHES (policy #226)**

The administration may authorize a search of a student, student's lockers, student's vehicles or other belongings if there is a **REASONABLE SUSPICION** that there is a possible threat to the health, welfare and/or safety of any student or staff member.

1. **Personal Searches** - A student's person or personal property (purse, book bag, jacket, trousers) will be searched whenever the administration has REASONABLE SUSPICION to believe that he/she is in possession of illegal or unauthorized materials or dangerous substances.

A pat down search of a student may be conducted in private by the school resource officer and/or administrator and another staff member. No strip searches will be conducted by school personnel.

2. **Locker Searches** - Student lockers are school property and remain at all times under the control of the school. Students shall have no expectations of privacy in their locker, and the administration reserves the right to inspect lockers at any time by any means. However, students are expected to assume full responsibility for the contents of their lockers. Students should keep in mind that since lockers belong to the school district, a locker may be searched at any time. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials.
3. **Canine Sweeps** - Chartiers Valley School District reserves the right to enhance the safety and security of students and staff by the use of canines trained in the detection of narcotics and explosives. Such searches will be at the direction of District Administration, and may be unannounced; areas to be part of such searches will be public areas (hallways and parking lots) and all areas which are the property of the School District.
4. **Use of Metal Detectors** - The Administration of the Chartiers Valley School District may direct its staff members to employ the use of handheld or walk-through metal detectors or other devices to ensure the safety of students, staff, and property. Contraband items found as a result of the use of such devices may be confiscated, and appropriate

disciplinary action taken as outlined in the Chartiers Valley School District Code of Conduct, or by federal, state, or local statute.

5. **Video Surveillance** - The safety and security of students and staff are of primary importance to Chartiers Valley School District. The School District employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. This equipment may be located within or outside the buildings of the School District.

## **Q. THREATS**

All threats will be taken very seriously. Students should refrain from threatening other students, school personnel and making random threats. Each situation will be investigated and students found guilty will receive a suspension with the possibility of expulsion. All cases will be reported to the authorities for prosecution. Any student witnessing or being threatened should report it to the principals or school resource officer immediately. No threat should be considered harmless. All threats will be taken extremely seriously.

## **R. TOBACCO PRODUCTS (policy #222)**

Tobacco use shall be defined as use and/or possession of tobacco or tobacco-related items/devices including but are not limited to: a lighted or unlighted cigarette, electronic cigarettes and/or smoking devices, cigar, pipe, other smoking product or material, smokeless tobacco in any form, and/or tobacco-related items/devices.. Electronic cigarettes are defined as any oral device or product that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the uses or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vaporizers, or under any other product name or descriptor.

Students in possession of a tobacco product will be considered in violation of this policy. Students will be subject to penalties prescribed in the Code of Conduct, up to and including possible expulsion and referral to district magistrate. In addition, any student found in an area (e.g. bathroom stall) where smoke or vapor is present will risk the consequences stated in the smoking policy and/or those associated with creating an unsafe or dangerous condition. Students are reminded that only one student should be in a bathroom stall at any given time. All students who congregate in a stall where smoke is observed will risk disciplinary consequences.

## **S. WEAPONS (policy #218.1)**

The Chartiers Valley Board of School Directors adopted a weapons policy, which can be found on the district's website. Federal and state laws require public schools to follow prescribed action including the possibility of expulsion and police notification for instances where students use, possess, or distribute weapons or dangerous instruments in school.

## **T. UNAUTHORIZED AREAS**

Students should not be in any area or classroom of the building unless under the direct supervision of a staff member. Students in unauthorized areas (High School, cutting classes, locker rooms, etc.) may be considered to be trespassing, a violation of the Crimes Code of Pennsylvania. Violators may be subject to a wellness check, school disciplinary action and legal consequences. Students discovered in an unauthorized area where a Code of Conduct violation or criminal activity is thought to have occurred are subject to disciplinary consequences and possible search and prosecution.

## **IV. ATTENDANCE**

### **A. ATTENDANCE (policy #204)**

State law and school board policy requires daily attendance except for illness or serious emergencies. Students are requested to have a parent call the middle school office (412-429-2220) in the morning if they must miss school on any given day. Additionally, a written excuse must be provided to the school within 3 days of returning to school after an absence. Any student who misses more than ten school days or five consecutive days in the school year must present a physician's excuse for each additional absence. Failure to do so may result in legal and disciplinary consequences, as well as the possibility of lower grades.

The Board of Education requires that school aged pupils enrolled in the schools of the district in which they live attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

1. Upon arrival at school, all students must report to their **homeroom**. Students arriving after **7:50 a.m. must report to the office to receive a tardy pass** that will admit him/her to homeroom. **Students will not be permitted to enter the homeroom after 7:50 a.m. if they do not have a tardy pass.** Failure to sign in at the main office can result in disciplinary consequences. Students who do not report to homeroom but are in the complex will be reported to the office immediately.
2. Daily attendance will be taken only by the teacher and forwarded to the office after the 7:56 a.m. bell rings or at the end of any extended homeroom period.
3. Students who arrive late to school must sign in at the main office upon entering the complex.
4. Upon returning from an absence, the student must give the homeroom teacher an excuse for his/her day(s) of absence. Failure to provide an excuse for an absence within three school days after returning will result in the student's day(s) of absence being marked illegal or unexcused.
5. Impassable roads, disabled school bus, and medical or dental appointments that cannot be scheduled after the normal school day are valid excuses for tardiness. Medical or dental appointments must be verified by a written excuse from the doctor. Parental notes are required.
6. Reasons such as sleeping in, missing the bus, or transporting a parent, relative or friend, etc. are not valid excuses for tardiness and will be classified as unexcused.
7. In order to participate in any extracurricular activity (athletic events, dances, etc.) conducted under the auspices of the middle school, a student must be present for **(5) full periods** on the day of the event. No departures from this policy will be accepted without approval of a principal.

### **B. TRUANCY PROCEDURES (policy #204)**

Truant = 3 days of unexcused absence from school.

Habitually truant = 6 days of unexcused absence from school.

#### Excused and/unexcused absences

- Each day that a child is absent from school an electronic attendance notification is sent to parents.
- After 3 unexcused absences, the 3-day Truancy letter is sent, indicating that the student is considered "truant", detailing the time and date of the Attendance Improvement Conference (AIC). At the AIC, a school-based attendance improvement program will be developed, which will include steps to support positive attendance as well as what actions will be taken if the student reaches 6 unexcused absences.

- After the first 6 unexcused absences, the Habitually Truant Letter will be mailed to parents indicating the actions that will be taken as a result of truancy.

#### Attendance Improvement Conference (AIC)

School staff will coordinate with the family to arrange an Attendance Improvement Conference (AIC) to be held at the school in order to discuss causes for the child's truancy and create a mutually agreed upon plan to resolve truancy concerns. Discussion at this conference will include current academic difficulties, physical or behavioral health issues, family/environmental concerns, or any other barrier impeding the child's attendance at school.

#### School Based Attendance Improvement Program

At the conclusion of the AIC, all participants will sign a comprehensive Attendance Improvement Plan (AIP) that is agreed upon by school representatives, the child, and parents/family. This AIP should detail and include: access to academic and social/health supports within the school setting, an outline of parent/guardian and student responsibilities to improve attendance, and a plan for progress monitoring that includes both positive outcomes and potential negative consequences for compliance to or violation of the AIP.

#### Community Based Attendance Improvement Program

The Focus on Attendance program is a partnership between the Department of Human Services, The Allegheny Intermediate Unit, Juvenile Probation, and local K-12 school districts. The purpose of this program is to connect students and their families to community resources, assess the underlying needs of students who are chronically tardy, work to alleviate barriers to school attendance, and promote educational success. This is a voluntary service which comes at no cost to the family and should be viewed as a proactive approach to avoid potential punitive actions (such as citations, magisterial court involvement, etc.).

## **V. SCHOOL BOARD POLICIES**

All Chartiers Valley School District Board Policies may be found and reviewed at the web address below:

<https://go.boarddocs.com/pa/cvsdpa/board.nsf/public?open&id=policies>



# Chartiers Valley School District Student Laptop Agreement 2021-2022

## Responsibility:

- **The District will cover accidental damage and normal wear and tear.** Chartiers Valley School District is the only authorized party who can classify a defect as product failure.
- I understand that instances that are not identified as accidental damage or normal wear and tear are the **sole financial responsibility of the students and families.** This would include: **intentional damage and misuse (detailed below).**
- I understand that assessment and classification of damages (accidental vs. intentional/misuse) is the sole responsibility of the school district and the school's findings and determinations are final.
- I understand that in instances of theft, loss, or damage **must** be reported to the high school office within **7 school days** of the occurrence.
- Students and parents will be held responsible for proper use and care of the laptop computer, as is the case with all district-issued materials.
- Chartiers Valley School District provides filtering for inappropriate websites/material. Parents/Guardians are responsible for monitoring their child's use of the laptop when at home to ensure they do not adjust the laptop's settings and preferences or view inappropriate websites/material.
- Repairs to the laptop computer are **only** to be made by authorized school district personnel. Repairs may be made at any time a school official deems them necessary for the proper operation of the computer. Financial responsibility for computer repairs will be determined in accordance with the provisions of this agreement.
- This signed agreement is binding for the length of time the student possesses a Chartiers Valley school-issued laptop computer. However, the school district may opt to renew and/or revise this agreement on an annual basis.

## Terms and Explanation of the District's Device Policy Covered by District:

- Accidental damages and normal wear and tear.

## This policy DOES NOT cover:

- Intentional damage to the computer (As determined solely by the Chartiers Valley School District)
- Misuse of the computer (i.e. liquid spills, defacing the computer with stickers, ink or paint, and/or carrying and handling the machine in an incorrect manner).

## Frequently Asked Questions

### How do I make a claim under the CV policy?

**Within 7 school days**, the student will submit a written report of the loss or damage to the main office (forms can be obtained in the office) and to the school resource officer who will investigate the incident if the claim is for theft or vandalism. Once the report has been made, the investigation is finished, the claims process is complete. For damage, the student will fill out and sign a Computer Repair Form as instructed to do so by district personnel.

Having fully read this Chartiers Valley Student Laptop Agreement, I understand my responsibilities for caring for and insuring the computer, and I agree to the terms above regarding the laptop computer my student will receive from the Chartiers Valley School District.

I elect not to have my student receive a Chartiers Valley School District Laptop Computer. A laptop will be issued to my student during the school day but will remain at school.

Parent Name \_\_\_\_\_  
(print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_  
(print)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Summary of Alcohol or other Controlled Substances Intervention Regulations 2021-2022

	<b>Situational Category</b>	<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Disposition of Student</b>
1	A staff member is concerned about inappropriate behavior which may hinder learning.	Staff member works with the student and/or refers to the student assistance team	Student assistance team initiates intake procedures.	Student assistance team may describe behavior to parents	Not required	Not applicable	Refer to counselor, no discipline mandated.
2	A student demonstrates symptoms of possible use of alcohol, controlled substances or mood altering chemicals.	Nurse will be summoned immediately. Student may be transported to a medical facility. This will be handled as a medical emergency.	The principal/designee investigates. This may include a search of the student and/or the locker and removal of possible substances.	Principal/designee will contact parents.	Required only if controlled substance discovered at the time of emergency.	Given to medical personnel and then turned over to police for possible analysis and use in further proceedings.	Refer to counselor/crisis intervention specialist and student assistance team. If there is a violation, see appropriate situational category listed below.
3	A student is found to be under the influence of, using, or in possession of with or without the intent to sell alcohol, controlled substances, or mood altering chemicals for the first time in his/her school career.	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol or other controlled substances will be confiscated.	Principal/designee will contact parents.	Yes	Turned over to the police with possible request for analysis and use in further proceedings.	<ol style="list-style-type: none"> <li>1. Refer to counselor/student assistance team.</li> <li>2. Ten day out of school suspension.</li> <li>3. Informal hearing held by 3rd day of suspension with possible 45 day alternative placement.</li> <li>4. Required participation in an assessment by a licensed D&amp;A agency or licensed D&amp;A therapist.</li> <li>5. Timeline for compliance and review of progress to include parent, student, counselor and principal to be determined by principal.</li> <li>6. Student is not permitted to attend extracurricular activities for 60 calendar days. These include but are not limited to athletic events (as a spectator), dances, meetings, clubs and other HS activity functions.</li> <li>7. Superintendent recommendation to school board for expulsion for failure to comply with any of the above.</li> <li>8. Referral to local police department/SRO for criminal prosecution.</li> </ol>
4	A student is found to be under the influence of, using, or in possession of alcohol, controlled substances, or mood	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol	Principal/designee will contact parents.	Yes	Turned over to the police with possible request for analysis and	<ol style="list-style-type: none"> <li>1. Refer to counselor and student assistance team.</li> <li>2. Ten days out of school suspension with placement in alternative education program</li> </ol>

	altering chemicals for a second or more time during his/her school career.		or other controlled substances will be confiscated			use in further proceedings.	for a minimum of 45 school days. 3. Informal hearing held by third day of suspension. 4. Formal recommendation to Board for expulsion. 5. Criminal prosecution.
5	A student is found in possession of paraphernalia associated with the use of alcohol or other controlled substances for the first time.	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol or other controlled substances will be confiscated. If use is also admitted, follow situational category 3, 4, 5 or 6.	Principal/designee will contact parents and arrange for a conference.	Yes	Turned over to the police with possible request for analysis and use in further proceedings.	1. Refer to counselor/student assistance team. 2. Ten day out of school suspension. 3. Informal hearing held on third day of suspension. 4. Required participation in an assessment by a licensed D&A agency or licensed D&A therapist. 5. Review of progress to include parent, student, counselor and administrator after 30 days. 6. Student is not permitted to attend extracurricular activities for 60 calendar days. These include but are not limited to athletic events (as a spectator), dances, meetings, clubs and other HS activity functions. 7. Superintendent recommendation to Board for expulsion for failure to comply w/ any of the above. 8. Referral to local police department/SRO for criminal prosecution.

# COVID-19 Guidance and Health and Safety Plan

School Districts across the commonwealth are required to submit a board-approved Health and Safety Plan to the Pennsylvania Department of Education. Modifications to the approved Health and Safety Plan require board approval and resubmission to the Pennsylvania Department of Education. These plans provide guidance and expectations for staff, students, and community in regards to the health and safety of persons throughout the school year. Access to the most current [Chartiers Valley Health and Safety Plan](#) can be accessed at CVSD.net.

According to the Federal Mandate masks are required on public school transportation until the date of this mandate's expiration, Chartiers Valley will follow this mandate.

Social Distancing and other protocols will be practiced to the furthest extent possible. The Chartiers Valley School District buildings have multiple areas for outdoor learning and discussion. These spaces will be encouraged to be utilized to the fullest extent.

Signage will be posted throughout the buildings regarding hygiene routines and frequent breaks throughout the day will be used to promote handwashing and hygiene.

Parents will be expected to monitor the student's temperature each morning and keep students home if they exhibit any symptoms. Parents will report to the school nurse and attendance secretary if a student is ill. Staff will be expected to self-monitor and be cognizant of symptoms in their students. Any student exhibiting symptoms will be sent to the nurse's office for a temperature check and parent contact. Isolation and quarantine will follow ACHD and CDC guidelines. If there is a need for isolation at school, staff, visitors, or students will report to the health office to quarantine in a designated isolation room in each building. Nurses will be responsible for all decisions regarding isolation. Return to school and work will be determined by following ACHD and CDC guidelines.

### Best Practice Recommendations for the SCHOOL

- Masks are expected to be worn by students and staff at school and are required on the bus as mandated by the federal government, with some exceptions
- Signage will be posted throughout the building to promote proper social distancing, hygiene routines, and transition procedures (student movement).
- Arrival and departure procedures may be modified to ensure the safety of students.
- 

### Best Practice Recommendations for the STUDENTS

- Masks are expected to be worn by students and staff at school and are required on the bus as mandated by the federal government, with some exceptions
- Students, teachers, and other staff are strongly encouraged to follow social distancing throughout the day with 3 feet of separation to the greatest extent possible.
- Students must follow attendance policies and procedures set forth by CVSD in regards to all learning platforms (brick and mortar, CV cyber, virtual learning due to school closure, and/or quarantine).

### Best Practice Recommendations for the PARENTS

- Parents are expected to keep students home if they exhibit any symptoms.
- Parents should notify the school nurse if a student is ill.
- Parents should notify the attendance office if a student is absent due to a positive COVID-19 result, the need to quarantine, or a reason unrelated to COVID-19.

**HOMELESS (McKinney-Vento Homeless Assistance Act)**

Education for Children & Youth Experiencing Homelessness (ECYEH)

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

If you believe that your child may qualify for this service, please contact:

Marc Hubert, Homelessness Liaison

412-429-3710

[mhubert@cvsd.net](mailto:mhubert@cvsd.net)

**Chartiers Valley School District**

**Board of School Directors**

- Darren Mariano, President
- Sandy Zeleznik, Vice President
- Jeff Choura
- Beth Eckenrode
- Robert Kearney
- Brian Kopec
- Eric Kraemer
- Tony Mazzarini
- Julie Murphy

**Central Office Administration**

- Johannah Vanatta, Ed.D., Superintendent
- Scott Seltzer, Assistant Superintendent for School Leadership
- Misty Slavic, Ed.D., Assistant Superintendent of Curriculum & Assessment
- Regan Weldon, Director of Student Services
- Patricia Connolly, Director of Finance and Operations

**Middle School Administration**

- Michele Welter, Ed.D., Principal
- Dan Knause, Assistant Principal