

# CHARTIERS VALLEY MIDDLE SCHOOL



STUDENT HANDBOOK  
2022-2023

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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 Chartiers 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 Charters 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 Charters 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
- Math
- Physical Education
- Literature (ELA)
- Science
- Social Studies
- Spanish

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

- Band
- Chorus
- Orchestra

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

##### **Required Courses**

- English (ELA)
- (AET) Automation and Robotics
- Math
- Physical Education
- 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**

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**

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

## **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 2022-2023**

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

ENCORE CLASSES				
Health/PE	Unified Arts	Music	World Language	Business Information Technology
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

Sixth Grade Core Teams		
6 Blue House	Class	6 Purple House
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

Seventh Grade Core Teams		
7 Red House	Class	7 Lime House
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

Eighth Grade Core Teams		
8 Gold House	Class	8 Teal House
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

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

### Encore Team

Heath/P.E	Unified Arts		Music	World Language	Business Information Technology
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	

Para Educators			
Mrs. D'Acierno	Mrs. Mayhew	Ms. Mihaly	Ms. Plute
Mrs. Kifer	Ms. McBride	Ms. Miller	Mrs. Watson
Mrs. Stangl	Mrs. Knepp	Mrs. Orecchio	

Special Services	
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. Beckett - Dean of Students	Mrs. Vaughan – Speech

Office Staff	
Dr. Welter – Principal	Mrs. Arndt – Secretary
Mr. Miele - Assistant Principal	Mrs. Verzhich – 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><i>Club/Activity</i></b>	<b><i>Sponsor</i></b>	<b><i>Club/Activity</i></b>	<b><i>Sponsor</i></b>
National Jr. Honor Society	Ms. Woerner	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 the 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.

## **S. TECHNOLOGY COMMUNICATION/INSURANCE**

Chartiers Valley utilizes programs such as Class DoJo, Sign-Up Genius, and other virtual programs to communicate with families. All programs utilized are reviewed through a district process to ensure student privacy is maintained. If you wish not to be communicated via these programs, please inform your classroom teacher at the beginning of the school year.

The Chartiers Valley School District is pleased to offer optional insurance coverage for school-issued student technology devices. This insurance policy covers accidental damage to student devices for approximately \$20.00 per device, per year (plus deductibles for subsequent incidents). Information about device insurance can be found by visiting [www.cvsd.net/departments/technology](http://www.cvsd.net/departments/technology).

# **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 Charters 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
  - o 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.
  - o 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 2022-23 school year. All students and parents must sign the 2022-23 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

\*The Chartiers Valley School District is pleased to offer optional insurance coverage for school-issued student technology devices. This insurance policy covers accidental damage to student devices for approximately \$20.00 per device, per year (plus deductibles for subsequent incidents). Information about device insurance can be found by visiting [www.cvsd.net/departments/technology](http://www.cvsd.net/departments/technology).

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.

#### **U. Cell Phones**

The middle school student and their cell phone makes an interesting combination in the teenage years. The expectation for cell phone use is that devices are **"away for the day."** There will be privileges afforded to students depending on their grade levels and the staff. Students will be permitted to utilize handheld devices for educational purposes when a teacher permits. Students have permission to use their cell phones during morning arrival until the start of homeroom. Once the day has started, non-instructional devices must be turned off and kept in a secured location. Teachers have the right to collect a student cell phone during the assigned period then return the phone to the students once the class period has ended. Repeat offenders will be subject to the code of conduct violations.

### **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 2022-2023

#### ***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 Charters 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 Charters Valley School District.

\_\_\_I elect not to have my student receive a Charters 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 if 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.	1. Refer to counselor/student assistance team. 2. Ten day out of school suspension. 3. Informal hearing held by 3rd day of suspension with possible 45 day alternative placement. 4. Required participation in an assessment by a licensed D&A agency or licensed D&A therapist. 5. Timeline for compliance and review of progress to include parent, student, counselor and principal to be determined by principal. 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 school board for expulsion for failure to comply with any of the above. 8. Referral to local police department/SRO for criminal prosecution.
4	A student is found to be under the influence of, using, or in possession of alcohol, controlled substances, or mood altering chemicals for a second or more time during 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.	1. Refer to counselor and student assistance team. 2. Ten days out of school suspension with placement in alternative education program 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.

## **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)

For more information, please visit: <https://www.cvsd.net/student-services/homeless-families>

## **Google Workspace for Education Notice to Parents and Guardians**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use Google “Core Services” (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts.

A list of additional services is available at <https://support.google.com/a/answer/181865>

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)

You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique

device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

[Include this section if your school provides access to Additional Services] In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

### Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

### Can my child share information with others using the Google Workspace for Education account?

[As applicable for school/district] We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

### Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.

With [insert name of school/district]. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to

information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures. For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request. enforce applicable Terms of Service, including investigation of potential violations.

- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting [insert contact information for school administrator].

If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy](#)

[Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

To parents and guardians,

The Chartiers Valley School District uses Google Workspace for Education. We are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Chartiers Valley students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into the school devices, and learn 21st century digital citizenship skills.

I give permission for the Chartiers Valley School District to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

The Chartiers Valley Technology Department

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Full name of student

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Printed name of parent/guardian

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Signature of parent/guardian Date

*\*A comprehensive description notice that provides answers to common questions about what*

*Google can and can't do with your child's personal information is available on the technology page on the district website*

## **Chartiers Valley School District**

### **Board of School Directors**

Darren Mariano, President  
Sandy Zeleznik, Vice President  
Jeff Choura  
Herb Ohliger  
Robert Kearney  
Mitchell Montani  
Megan Sexton  
Lisa Trainor  
Sonja Svihla

### **Central Office Administration**

Johannah Vanatta, Ed.D., Superintendent  
Scott Seltzer, Assistant Superintendent for School Leadership  
Julie Franczyk, Assistant to the Superintendent  
Patricia Connolly, Director of Finance and Operations

### **Middle School Administration**

Michele Welter, Ed.D., Principal  
Rob Miele, Assistant Principal  
Amanda Beckett, Dean of Students