

# Charleroi Area Middle School



**“The function of education is to teach one to  
think intensively and to think critically.  
Intelligence plus character- that is the goal  
of true education”**

**~Martin Luther King, Jr.**

**2020-2021**

100 Fecsen Drive  
Charleroi, PA 15022

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Table of Contents

|   |   |
|---|---|
| Page 3... Chain of Command                          | Page 44.....Honor Roll                  |
| Page 4.....Alma Mater/Bill of Rights                | Page 45.....Library/Literacy Café       |
| Page 6.....Student Bell Schedule                    | Lockers                                 |
| Page 7.....2020-2021 School Calendar                | Lockers                                 |
| Page 8.....Directory                                | Page 46...Search of School Lockers      |
| Page 9. ....Middle School Teacher Directory         | <b>Metal Detector/Search</b>            |
| Page 10 ... <b>Kennywood Incentive Guidelines</b>   | <b>Policy</b>                           |
| Page 11 ...Responsibility/Expectations of Students  | Page 47... <b>Metal Detector Search</b> |
| Attendance Policy                                   | <b>Procedure</b>                        |
| Page 15....Tardiness,                               | Page 48...Lost and Found                |
| Page 16....Cumulative Absences                      | Parent/Teacher                          |
| Make-up Work  | Conferences                             |
| Page 17... Perfect Attendance                       | Possession or use of                    |
| School Procedures,                                  | Weapons                                 |
| Page 18....Student Conduct                          | Page 49...Progress Reports              |
| Discipline Policy                                   | Page 50...Public Display of             |
| Student Responsibilities,                           | Affection                               |
| Discipline Policy                                   | Report Cards and Fines                  |
| Page 20.....Suspensions and Expulsions              | Retention                               |
| Page 23.....Bullying/Cyber Bullying                 | Page 51...School Guests                 |
| Page 25.....Drug and Alcohol Policy                 | School Information                      |
| Page 29.....Controlled Substances/Paraphernalia     | Forms                                   |
| Page 31.....Academic Integrity                      | School Safety Drills                    |
| Page 32.....Administering Prescribed Medication     | Smoking Policy and                      |
| Page 35.....After School Regulations                | Procedures                              |
| Athletic Eligibility                                | Page 52...Special Education             |
| Athletic Programs/Clubs/Activities                  | Services Programs and                   |
| Backpacks   | Child Find                              |
| Bus Passes  | Page 53...Sportsmanship                 |
| Bus Recordings, Rules and Regulations               | Students and School                     |
| Page 36.....Dating Violence Policy                  | Property                                |
| Page 37.....Disciplinary Procedure for Bus Problems | Student Assistance                      |
| Cafeteria and Breakfast/Lunch                       | Program                                 |
| Page 38.....Student Meal Charge Accounts            | Page 54...Student Valuables             |
| Charleroi Cyber School                              | Tampering with                          |
| Computers/Electronic Network Technology             | Emergency Equipment                     |
| Page 39.....Concussion Plans                        | Unlawful                                |
| Electronic Device Policy                            | Harassment/Bullying                     |
| Page 40.....Electronic Images and Photographs       | Page 56...Withdrawal from School        |
| Deliveries  | Title IX                                |
| Dress and Grooming                                  | Page 57.. Notice of Privacy             |
| Page 41.....Dress Code Guidelines                   | Practices                               |
| Eligible Students                                   | Page 60...Notice of Privacy Officer     |
| Page 42.....Extra Curricular Activities             | and Contact Person                      |
| Extra Curricular Eligibility                        | Right to Know                           |
| Field Trips   | Page 61...Remote Learning               |
| Page 43.....Fines                                   | Addendum to the Student                 |
| Fire Drills   | Handbook                                |
| Grading Scale                                       |   |
| Guidance  |   |
| Hall Passes   |   |
| Page 44.....Health Office                           |   |
| Homework and Assignments                            |   |
| Homeless  |   |



**CHAIN OF COMMAND**

When You Have a Question or Concern  
The Charleroi Area School District Chain of Command

The Charleroi Area School District takes pride in its communication efforts with all stakeholders of the District. To ensure that your concerns or issues are heard by the appropriate individual who can provide you with a speedy response, the Board of School Directors asks that you follow the District's Chain of Command outlined below. Our goal is to address concerns and issues quickly and efficiently through the individual(s) directly involved. This Chain of Command will ensure a structured communications opportunity for all stakeholders and will allow the District to respond to all inquiries in a timely manner.

| <b>Area of Concern</b>             | <b>First Level</b>      | <b>Second Level</b>             | <b>Third Level</b>            | <b>Fourth Level</b> | <b>Fifth Level</b> | <b>Sixth Level</b> |
|------------------------------------|-------------------------|---------------------------------|-------------------------------|---------------------|--------------------|--------------------|
| Academic/ Curriculum               | Teacher                 | Guidance Counselor              | Principal                     | Superintendent      | Board              |                    |
| Athletics                          | Coach                   | Athletic Director               | Principal                     | Superintendent      | Board              |                    |
| Athletic Facilities                | Athletic Director       | Principal                       | Superintendent                | Board               |                    |                    |
| Athletic Injuries                  | Coach                   | Athletic Trainer                | Athletic Director             | Principal           | Superintendent     | Board              |
| Attendance                         | Attendance Clerk        | Asst Principal                  | Principal                     | Superintendent      | Board              |                    |
| Building Cleanliness               | Principal               | Maintenance Director            | Superintendent                | Board               |                    |                    |
| Business Office                    | Business Manager        | Superintendent                  | Board                         |                     |                    |                    |
| Cafeteria                          | Food Service Manager    | Principal                       | Business Manager              | Superintendent      | Board              |                    |
| Computer Hardware/Software Problem | Teacher                 | Technology Director             | Principal                     | Superintendent      | Board              |                    |
| Discipline                         | Teacher                 | Assistant Principal             | Principal                     | Superintendent      | Board              |                    |
| Facilities                         | Principal               | Maintenance Director            | Business Manager              | Superintendent      | Board              |                    |
| Guidance                           | School Counselor        | Principal                       | Program Director              | Superintendent      | Board              |                    |
| Instruction                        | Teacher                 | Principal                       | Superintendent                | Board               |                    |                    |
| Special Education                  | Teacher                 | Principal                       | Director of Special Education | Superintendent      | Board              |                    |
| Student Concern                    | Teacher                 | Dean of Students/Asst Principal | Principal                     | Superintendent      | Board              |                    |
| Taxes                              | Business Manager        | Superintendent                  | Board                         |                     |                    |                    |
| Transportation                     | Transportation Director | Principal                       | Superintendent                | Board               |                    |                    |

**Administration Office: 724-483-3509**  
**Middle School Office: 724-483-3600**

**Alma Mater**  
**Our strong band can ne'er be broken.**  
**Form'd in Charleroi High;**  
**Far surpassing wealth unspoken,**  
**Seal'd by friendships tie**  
**Alma mater, Alma mater**  
**Deep graven on each heart**  
**Shall be found unwavering, true,**  
**When we from life shall part.**  
**High School life at best is passing,**  
**Gliding swiftly by;**  
**Then let us pledge in word and deed,**  
**Our love for Charleroi High.**

## **Bill of Rights**

As a student of the Charleroi Area School District, you have the following rights:

- ◆ *To Grow Intellectually* by exposing yourself to ideas and concepts that challenge your ability to think, reason, and make decisions.
- ◆ *To Mature Emotionally* while interacting in an environment that nurtures an awareness and understanding of you.
- ◆ *To Become A Whole Person* by learning from people who have made a commitment to your education and special needs.
- ◆ *To Develop Socially* by modeling accepted social attitudes and social skills.
- ◆ *To Grow Physically* by being an active participant in curricular and extracurricular activities that develop your body and sense of fair play.
- ◆ *To Express Yourself Creatively* by sharing your talents and abilities in the Arts.
- ◆ *To Allow Yourself to be Helped* through a difficult period in your growth by people with a sincere understanding of your feelings.
- ◆ *To Understand Your Fears* knowing that your concerns are natural and shared by everyone.

The school community is made up of the student body, the teachers, the administrators, the School Board, the parents and all community members of Charleroi Area School District. To establish and maintain a school atmosphere, in which everyone's personal worth and dignity is respected, the entire school community must work together.

This handbook was written in conjunction with policies and procedures of the Charleroi Area School District. Copies of certain policies and procedures are included in this handbook. The building principal will make copies of additional policies and procedures, which will be available upon request.

The school handbook's primary purpose is to communicate information about the school to students, their families and the broader community in which we live.

The handbook is very important to the student. It is their passbook, permitting them to leave the classroom when necessary. It gives them the opportunity to write assignments into their calendar.

We hope that this handbook, in providing the basic information to all our students, their families and our community, will stimulate these groups to participate in the functioning of the school thereby contributing in a positive way to the quality of education that students receive.

The Charleroi Area School District is an equal rights and opportunities educational institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, handicap, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

For information regarding (1) civil rights practices, (2) civil rights grievance procedures, (3) district services, activities, and facilities that are accessible to and usable by handicapped persons, and (4) employee or student complaints of harassment or discrimination, contact Dr. Ed Zelich, Superintendent-Title IX-Civil Rights Compliance Officer, Charleroi Area School District, 125 Fecsen Drive, Charleroi, PA 15022. (Phone: 724-483-3509)

# Student Bell Schedule

## 1 Hour Delay Schedule due to COVID 19 Reopen Plan (Green Phase Only)

|                 |                    |
|-----------------|--------------------|
| <b>Period 1</b> | <b>8:33-9:09</b>   |
| <b>Period 2</b> | <b>9:13-9:48</b>   |
| <b>Period 3</b> | <b>9:52-10:27</b>  |
| <b>Period 4</b> | <b>10:31-11:06</b> |

|                 |                    |
|-----------------|--------------------|
| <b>Period 5</b> | <b>11:10-11:45</b> |
| <b>Period 6</b> | <b>11:49-12:24</b> |
| <b>Lunch</b>    | <b>12:28-12:58</b> |
| <b>Period 7</b> | <b>1:02-1:37</b>   |
| <b>Period 8</b> | <b>1:41-2:16</b>   |

### Regular Schedule (Yellow Phase)

|              |                    |
|--------------|--------------------|
| Homeroom     | 7:33-7:50          |
| Period 1     | 7:54-8:34          |
| Period 2     | 8:38-9:18          |
| Period 3     | 9:22-10:02         |
| Period 4     | 10:06-10:46        |
| Period 5     | 10:50-11:30        |
| Period 6A    | 11:34-12:14        |
| <b>Lunch</b> | <b>12:18-12:48</b> |
| Period 7     | 12:52-1:32         |
| Period 8     | 1:36-2:16          |

### Activity Period

|                 |                    |
|-----------------|--------------------|
| Homeroom        | 7:33-7:50          |
| Period 1        | 7:54-8:24          |
| Period 2        | 8:28-9:02          |
| Period 3        | 9:06-9:40          |
| Period 4        | 9:44-10:18         |
| Period 5        | 10:22-10:56        |
| Period 6A       | 11:00-11:40        |
| <b>Lunch</b>    | <b>11:44-12:14</b> |
| Period 7        | 12:18-12:52        |
| Period 8        | 12:56-1:30         |
| Activity Period | 1:40-2:16          |

### Staff Development Days

|              |                    |
|--------------|--------------------|
| Homeroom     | 7:33-7:50          |
| Period 1     | 7:54-8:17          |
| Period 2     | 8:21-8:48          |
| Period 3     | 8:52-9:19          |
| Period 4     | 9:23-9:50          |
| Period 5     | 9:54-10:21         |
| <b>Lunch</b> | <b>10:25-10:55</b> |
| Period 6     | 10:59-11:30        |
| Dismissal    | 11:30              |

### 2 Hour Early Dismissal

#### (Thanksgiving, Christmas)

|              |                    |
|--------------|--------------------|
| Homeroom     | 7:33-7:50          |
| Period 1     | 7:54-8:19          |
| Period 2     | 8:23-8:48          |
| Period 3     | 8:52-9:17          |
| Period 4     | 9:21-9:46          |
| Period 5     | 9:50-10:15         |
| Period 6A    | 10:19-10:44        |
| Period 7     | 10:48-11:18        |
| <b>Lunch</b> | <b>11:22-11:52</b> |
| Period 8     | 11:56-12:16        |

### 1 Hour Early Dismissal

#### (Labor Day, Easter, Memorial Day)

|              |                    |
|--------------|--------------------|
| Homeroom     | 7:33-7:50          |
| Period 1     | 7:54-8:22          |
| Period 2     | 8:26-8:58          |
| Period 3     | 9:02-9:34          |
| Period 4     | 9:38-10:10         |
| Period 5     | 10:14-10:46        |
| Period 6A    | 10:50-11:23        |
| <b>Lunch</b> | <b>11:27-12:00</b> |
| Period 7     | 12:04-12:36        |
| Period 8     | 12:40-1:16         |

### 2 Hour Delay Schedule

|              |                    |
|--------------|--------------------|
| Homeroom     | 9:33-9:46          |
| Period 1     | 9:50-10:14         |
| Period 2     | 10:18-10:42        |
| Period 3     | 10:46-11:10        |
| Period 4     | 11:14-11:38        |
| Period 5     | 11:42-12:12        |
| <b>Lunch</b> | <b>12:16-12:46</b> |
| Period 6     | 12:50-1:15         |
| Period 7     | 1:19-1:44          |
| Period 8     | 1:48-2:16          |

## 2020-2021 School Calendar

|           |  |
|-----------|--|
| September |  |
| 8         | First Student Day  |
| November  |  |
| 9         | End of the 1 <sup>st</sup> Nine Weeks                        |
| 10        | Parent-Teacher Conferences – No School                       |
| 11        | Veterans’ Day – No School                                    |
| 25        | 2 Hour Early Dismissal – 12:16                               |
| 26-30     | Thanksgiving Break   |
| December  |  |
| 1         | Students Return from Thanksgiving Break                      |
| 23        | 2 Hour Early Dismissal – 12:16                               |
| 24        | First Day of Winter Break                                    |
| January   |  |
| 4         | Students Return from Winter Break                            |
| 18        | Martin Luther King Jr. Day – No School                       |
| 28        | End of the 2 <sup>nd</sup> Nine Weeks                        |
| March     |  |
| 31        | 1 Hour Early Dismissal 1:16                                  |
| April     |  |
| 1-5       | Spring Break   |
| 6         | End of the 3 <sup>rd</sup> Nine Weeks                        |
| 20-22     | PSSA ELA   |
| 26-30     | PSSA Math/Science (Science 8 <sup>th</sup> grade only)       |
| May       |  |
| 28        | 1 Hour Early Dismissal – 1:16                                |
| 31        | Memorial Day – No School                                     |
| June      |  |
| 9         | Last day of School - Early Student Dismissal<br>Commencement |

**Cancelled School Days** will be made up in the following order:  
January 18, 2021... April 1, 2021... June 10, 2021...

# Directory

## Administration

|                    |                           |
|--------------------|---------------------------|
| Dr. Ed Zelich      | Superintendent of Schools |
| Mrs. Elaina Zitney | Program Director          |
| Mr. Joe Gudac      | Business Manager          |

## Board of School Directors

|                         |                      |
|-------------------------|----------------------|
| Mr. Kenneth Wiltz       | President            |
| Mrs. Adele Hopkins      | Vice President       |
| Ms. Rebecca Kline       | Secretary/Non-Member |
| Mrs. Barbara Pepper     | Treasurer/Member     |
| Mr. Joseph Caruso       | Member               |
| Mrs. Antonia Pellegrini | Member               |
| Mrs. Heather Keranko    | Member               |
| Mrs. Elaine Pappasergi  | Member               |
| Mr. Charles Yakich      | Member               |
| Mr. Thomas Nutting      | Member               |

## Charleroi Middle School

|                       |                                |
|-----------------------|--------------------------------|
| Mr. Adam Brewer       | Principal                      |
| Mrs. Deborah Raicos   | Administrative Assistant       |
| Ms. Tara Johnson      | School Counselor               |
| Mrs. Brittany Wagner  | School Counselor               |
| Mrs. Dana Cannon      | School Nurse                   |
| Mr. Ryan Brand        | Security Director              |
| Mrs. Samantha Shinsky | Technology Director            |
| Mr. Brady Barbero     | Athletic Director              |
| Mrs. Tracy Chapasko   | Receptionist/Attendance Clerk  |
| Mrs. Terry Crampo     | Buildings and Grounds Director |
| Mr. Keith Jacobs      | Transportation Director        |
| Mr. Robert Lenhart    | Food Service Director          |
| Mrs. Ashley Garlick   | School Psychologist            |

## Support Services

|  |                       |
|--|-----------------------|
| CARE Center                                | 724-684-9000 Ext.4595 |
| CASSP                                      | 724-228-6669          |
| Children and Youth                         | 724-228-6884          |
| Comprehensive Substance Abuse Services     | 724-853-7550          |
| Gateway Vision                             | 724-228-0810          |
| Intermediate Unit I                        | 724-938-3241          |
| Monongahela Valley Hospital                | 724-258-1000          |
| Try Again Homes                            | 800-245-4453          |
| Washington Hospital Teen Outreach Services | 724-222-2311          |



## **Middle School Teacher Directory**

### **6th Grade Team**

Ms. Tina Coldren-Math 6,  
Mrs. Janet Desak-Social Studies  
Mrs. Krista Randolph- ELA  
Mr. Yancy Sobek- Science  
Mrs. Joel Miller- Reading, ELA  
Mrs. Katie Barbero-Reading, Social Studies  
Mrs. Natalie Wiltz- Math  
Mr. Will Berkovitz- Reading Literacy 6

### **7th Grade Team**

Mrs. Sharon Markovich- Science,  
Mrs. Kim McGinity- Reading, Academic Success 7  
Mr. Chad Pappasergi- Social Studies, Civics  
Mrs. Brandi Christie- ELA  
Miss. Valerie Higinbotham- 7<sup>th</sup> Grade Math, Accelerated Math 7

### **8th Grade Team**

Mr. Will Berkovitz- Reading  
Mrs. Tiffeni Furman- Social Studies, Academic Success 8  
Ms. Sara Hega- ELA  
Mrs. Laurie Lash- Algebra 1, Math 8  
Mrs. Stephanie Rice- Science 8

### **Unified Arts Team**

Ms. Vanessa DiCianna- Librarian, Reach  
Mr. Mike Flaherty- Art  
Mr. Luke Mollis- Wellness  
Ms. Beth Noble-, Wellness  
Mrs. Laura Shipley- Music Appreciation, Chorus  
Mrs. Jane Staranko- Band  
Mr. Jacob Stone-World Language  
Mrs. Kathleen Funkhouser- Family Consumer Science  
Miss. Anjela Tilghman-Steam  
Mrs. Abby Slavick- FTES

**CHARLEROI MIDDLE SCHOOL**  
**“KENNYWOOD REWARD DAY”**

The Charleroi Middle School will be offering a “Reward Trip” for students who “did the right thing” this year. Here is how it works:

- 1) Students with NO disciplinary action, less than 3 unexcused absences, and NO “F”s on their report card for the entire school year may attend the end of the year field trip free of charge or for a discounted price (free of charge and discount cost will be determined on fundraising results)
  
- 2) If you have any one of the following for the entire school year, **YOU ARE NOT PERMITTED TO ATTEND.**
  - a) 6 or more days of Out of School Suspension (OSS)
  - b) 6 or more days of In School Suspension (ISS)
  - c) 10 or more days of unexcused absences
  - d) 20 or more days of absences (excused or unexcused) for the school year. (Medicals Excluded)
  - e) 8 or more discipline referrals total.
  - f) Failing 2 or more subjects that would warrant grade retention.
  
- If you fall somewhere in between guidelines 1 and 2 you may attend by paying a portion of the cost of the trip. (cost to be determined)
  
- **IF YOU HAVE A SEASON PASS, PLEASE LET US KNOW. YOU MAY USE IT ON THE TRIP**

The trip is scheduled for June 1<sup>st</sup> 2021. A lunch and drinks will be provided for all students. **TENTATIVE due to COVID-19**

**Students MUST ride the bus to and from to take part in the school sponsored trip.**

## Responsibilities and Expectations of Students

The following responsibilities of students have been developed to remind you of the type of behavior and conduct that is expected of you while attending school and school functions.

1. Respect yourself and others at all times.
2. Be honest and ethical.
3. Put forth the best possible effort in the classroom to develop and improve learning skills.
4. Contribute to making the school a better place in which to learn.
5. Assist in protecting the health, safety, and welfare of the school community.
6. Respect and protect school property.
7. Dress and groom yourself to meet health and safety standards.
8. Be aware of and follow the rules and policies of the school.
9. Be aware of and obey the state and local laws.
10. Exercise proper care when using school equipment.
11. Attend school daily, report to all classes, and be on time.
12. Make the necessary arrangements to make up work when absent from school.
13. Use complimentary language avoiding indecent, obscene, and abusive language and gestures.
14. Keep the school environment free of all gang-related language, clothing, gestures, and activities.
15. Take pride in yourself and your school

“You and I possess within ourselves, at every moment of our lives, under all circumstances, the power to transform the quality of our lives.” –*Werner Erhard*

### **Attendance Policy** (*Policy 204*) Revised 07/2020

Purpose SC 1301 Title 22 Sec. 11.12 Pol. 200

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

#### Authority

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

#### Definitions

Compulsory school age shall mean the period of a child’s life from the time the student’s person in parental relation elects to have the student enter school. Compulsory school age shall mean no later than age 6 (six) until age eighteen (18). The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

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

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

Person in parental relation shall mean a:

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

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

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

#### Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and the local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal/assistant principal, shall be responsible for the implementation and enforcement of this policy.

The superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Plan Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

## **Guidelines**

### **Compulsory School Attendance Requirements**

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

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

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students 15 (fifteen) or 16 (sixteen) years of age whose enrollment in private trade or business school has been approved.
6. Students 15 years of age, as well as students 14 years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students 16 years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty five (35) or more hours per week of employment.

### **Excused/Lawful Absence**

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

1. Illness, including if a student is dismissed by designated district staff during school hours.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.

4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in the family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law for an event or funeral.
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by bona fide religious group, upon prior written request from the person in parental relation.
11. Non School-sponsored educational tours or trips, if the following conditions are met:
  - a. The person in parental relation submits the required documentation for excusal prior to the absence within the appropriate time frame.
    12. College or postsecondary institution visit, with prior approval.
    13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.

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

#### Temporary Excusals

The following students may be temporarily excused from the requirements of attendance at district schools.

- Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
- Students participating in a religious instruction program, if the following conditions are met:
  - The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction. The student shall not miss more than 36 hours per school year in order to attend classes for religious instruction. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instructions, and the dates and hours of attendance.
  - School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both and with approval of the Secretary of Education.

### **Parental Notice of Absence**

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within 3 days of the absence.

A maximum of 15 days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond 15 cumulative days shall require an excuse from a licensed practitioner of the healing arts.

### **Unexcused/Unlawful Absence**

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently unexcused.

An out-of-school suspension may not be considered as an unexcused absence.

#### *Parental Notification*

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

# **Enforcement of Compulsory Attendance Requirements**

## ***Student is Truant***

When a student has been absent for 3 days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within 10 school days of the student's third unexcused absence. The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Plan Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Plan Conference was not previously held, district staff shall offer a School Attendance Improvement Plan Conference.

## ***School Attendance Improvement Plan Conference (SAIP)***

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Plan Conference.

The purpose of the School Attendance Improvement Plan Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the SAIP:

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

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

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

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

## ***Student is Habitually Truant***

When a student under 15 years of age is habitually truant, district staff:

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

When a student 15 years of age or older is habitually truant, district staff shall:

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

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

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

### **Filing a Citation**

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

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

### **Special Needs and Accommodations**

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

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

### **Discipline**

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

### **Tardiness to School**

Tardies shall be treated as unlawful until the district receives a written excuse within three (3) days after the tardiness explaining the tardiness, to be submitted upon arrival to school.

A maximum of fifteen (15) cumulative lawful tardies verified by parental notification shall be permitted during a school year. All tardies beyond the fifteen (15) cumulative days shall require an excuse from a licensed physician.

### **Excused Tardies**

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

1. Illness
2. Required court appearances
3. Medical and Dental appointments
4. Family emergencies approved by the building principal
5. Other urgent reasons approved by the building principal

### **Unexcused Tardiness**

The Board recognizes the following conditions as an unapproved reason for tardiness:

1. No approved excuse provided
2. Missed the bus
3. Sleeping in
4. Any excuse not approved by the building principal.

*Skip Day does not exist and is considered an illegal absence.*

### **Tardiness, Early Dismissals, Half-Day Absences**

It is essential that all students be on time for school and all classes. For being tardy to school each day, the following rules will be applied **yearly**.

#### **A. Excused Tardiness**

1. Students who have 1-3 tardies will receive a warning.
2. After every 4 tardies students will report to the office and meet with the principal, assistant principal, or head teacher and receive lunch detention. Parents will be notified in writing.
3. Students who have 10 or more excused tardies: Participation in school-sponsored activities will be revoked (dances, sports, prom, clubs) driving privileges will be revoked. Parent(s) or guardian(s) may request a meeting with the building assistant principal/or the principal to request school sponsored activities be reinstated.

#### **B. Unexcused Tardiness**

1. Students who have 1-3 unexcused tardies will receive a warning.
2. After every 4 tardies students will report to the office and meet with the principal, assistant principal, or head teacher and receive lunch detention. Parents will be notified in writing.
3. Students who have 8 or more unexcused tardies: Participation in school-sponsored activities will be revoked (dances, sports, prom, clubs) driving privileges will be revoked. Parent(s) or guardian(s) may request a meeting with the building assistant principal/or the principal to request school sponsored activities be reinstated.

### **C. Early Dismissals/Half Day Absences**

In order to request an early dismissal a student must:

1. Have a parent or guardian call to inform the school of day, time, and reason for early dismissal.
2. Bring a written note from the parent or guardian requesting the early dismissal to the receptionist in the middle or high school lobby or the main office.
3. The assistant principal/administrator will decide whether the early dismissal is approved
4. Half-day absence consists of a student staying in school until 10:45 or arriving at 10:45.
5. Students who have 1-3 early dismissals or half day absences will receive a warning
6. After every 4 tardies students will report to the office and meet with the principal, assistant principal, or head teacher and receive lunch detention.
7. Students who have 8 or more early dismissals or half day absences participation in school-sponsored activities will be revoked (dances, sports, prom, clubs) driving privileges will be revoked. Parent(s) or guardian(s) may request a meeting with the building assistant principal/or the principal to request school sponsored activities be reinstated.

### **Cumulative Absences (Unexcused and Excused)**

1. After nine (9) cumulative absences:
  - a. First notice for excessive absences letter will be sent home to parent(s) or guardian(s)
2. After fifteen (15) cumulative absences:
  - . Second notice excessive absences a letter will be sent home to parent(s) or guardian(s)
  - a. Only doctor's excuses will be accepted for absences after the 15<sup>th</sup> absence
  - b. Driving and parking privileges will be revoked
3. After eighteen (18) cumulative absences:
  - . Parent(s) or guardian(s) meeting scheduled with one or more of the following: assistant principal, school counselor, SAP Teams, principal.
4. After twenty (20) cumulative absences:
  - . Student attendance at school sponsored activities revoked.

### **Make-up Work**

1. Students must be permitted to make-up, without penalty, all examinations and class work missed during the period of temporary suspension, full suspension, absence from school, or absence from class because of authorized school activities.
2. It will be the responsibility of the student to contact his or her teachers immediately upon returning to school or during the next regularly scheduled class to arrange for make-up work.
3. Examinations and class work not made up within a reasonable period following the return of a student to school may be averaged with the student's other examinations and work in the determination of a final grade.
4. Class work, including tests, quizzes and assignments may not be made up for any class cuts, and the grade of zero (0) will be recorded for all such classes or days.
  - a. Students will be allotted two days to make up missed work for each day absent, up to a maximum of 5 days of makeup time. Unusual circumstances are to be cleared with the high school principal.



- b. Students on suspension will be given a number of days equal to the number of days of suspension to make up work.
- c. Failure to make up work results in a zero grade for all assigned work, including exams.

## **Perfect Attendance**

Students will not be considered for perfect attendance for the following excuses:

Parent/guardian notes, family trips, take your child to work day, tardies and early dismissals with parent note only

## **School Procedures**

*Announcements:* Listen carefully to the announcements read over the public address system each morning. Important information will be shared with you about the school day and events.

*Pledge of Allegiance:* Since a good citizen should show proper respect for our country and its flag, each morning during Homeroom, the Pledge of Allegiance is directed over the public address system.

*Pass Time between Classes:* You have sufficient time to get from one class to another, and you are expected to arrive on time. If you know you are going to be late, get a pass from the teacher of your last class; otherwise this will constitute tardiness to class. (See Tardiness)

*Hallways and Stairwell Rules:*

1. Take pride in the appearance of your school and the halls; keep them clean and free from litter and your locker neatly organized.
2. Have your handbook or a pass when in the halls during classes.
3. Conduct yourself appropriately at all times—always walking, using conversational tones, and respecting each other’s personal space.

*Selling Items:* Students are not permitted to sell items such as packs of gum, candy bars, hoagies, etc., during school hours. Items not related to CASD activities are not permitted at any time.

*Restroom Rules:*

1. Take pride in the appearance of the restrooms and your school.
2. Follow proper restroom etiquette (flushing).
3. Use restrooms for their intended purpose.
4. Follow school rules and policies.

*Lost or Damaged Books:* If you lose a book, tell your teacher so you can pay for the lost book and then be issued a new book. Look for the book in the lost and found area of the main office and your classrooms. If you damage a book, you will have to pay to have it repaired or replaced.

*Homework/assignments:* Homework/assignments are an important part of your education. They provide you with an opportunity to apply what you have learned in school and reinforce your independent study skills. They also give you practice in using school and community resources and help you develop self-discipline. Your teachers are responsible for providing assignments that are based on your needs, abilities and interests. Your parents are responsible for providing the work areas, time and conditions necessary for you to complete assignments. You are responsible to budget your time and complete your assignments.

*Fire Drills:* When the fire alarm rings, remain silent and listen to your teacher’s directions.

Leave the building in double file and remain quiet so that you can hear any additional directions. For your own safety, read the fire drill sign in each room you enter.

*Emergency Procedures:* Students are required to follow the teacher’s directions in an emergency situation. Any violation or interference with emergency procedures may result in a ten- (10) day Out-of-School Suspension.

*School Delays And Closing:* If school is delayed or closed due to inclement weather or some other unexpected reason, an announcement will be made by local radio stations and/or the district Blackboard Connect telephone messaging system. Please do not call the school office.

## **Student Conduct and Discipline Policy** *(Policy 218.3) (Revised 2-2006)*

The student conduct and discipline code of the Charleroi Area School District is designed to balance the responsibility of the school authorities to maintain and support a thorough and effective system of public education (PA Constitution Art. 3, Sec.14) with the personal rights and freedoms of all students. "The authority possessed by the State to prescribe and enforce standards of conduct, although concededly very broad, must be exercised consistently with the constitutional safeguards." (Goss v. Lopez 43 U.S. L.W. 4184 (1975)). Adoption and promulgation of this code fall within the authority of the Board of School Directors to make reasonable rules and regulations regarding student department (24 P.S. Sec 510). All parts of this student conduct and discipline code are written to comport with the Constitution and Laws of the United States and Pennsylvania. Specifically, it is intended to be consistent with the Pennsylvania School Code and the regulations dealing with "Student Rights and Responsibilities" adopted by the State Board of Education on September 13, 1974 (22 PA Code Ch. 12). Adherence to this code by both students and school personnel will not only create an atmosphere conducive to learning but will also protect the rights of our young citizens.

### **I. STUDENT RESPONSIBILITIES**

The students' responsibilities are to:

- A. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
- B. Be willing to volunteer information in disciplinary cases and cooperate with the school staff should they have knowledge of importance in relation to such cases.
- C. Dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
- D. Assume that until a rule is waived, altered or repealed it is in full effect.
- E. Assist the school staff in running a safe school for all students enrolled therein.
- F. Be aware of and comply with state and local laws.
- G. Exercise proper care when using public facilities and equipment.
- H. Attend school daily, except when excused, and be on time for all classes and other school functions.
- I. Make all necessary arrangements for making up work when absent from school.
- J. Pursue and attempt to complete the course of study prescribed by state and local authorities.
- K. Avoid inaccuracies in student newspapers or publications and indecency or obscenity in spoken language.

## **Discipline Policy (Policy 218)**

### **Purpose**

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

### **Authority**

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

The Board shall adopt a Student Conduct and Discipline Code to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Student Conduct and Discipline Code governing student discipline.[\[6\]\[2\]\[3\]\[4\]\[5\]\[7\]](#)

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.[\[8\]](#)

Any student disciplined by a district employee shall have the right to notice of the infraction.[\[9\]](#)

Suspensions and expulsions shall be carried out in accordance with Board policy.[\[9\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[10\]](#)[\[11\]](#)[\[5\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Conduct and Discipline Code if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[\[15\]](#)[\[16\]](#)
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Conduct and Discipline Code if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Student Conduct and Discipline Code, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Student Conduct and Discipline Code shall be available in each school library and school office and may be printed in the student handbooks.[\[2\]](#)[\[7\]](#)

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.[\[17\]](#)[\[18\]](#)

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[\[17\]](#)

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[\[8\]](#)

### Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic

Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [\[19\]\[20\]\[21\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[22\]\[19\]\[20\]\[23\]\[24\]](#) [14]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [\[20\]\[25\]](#) [14]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form. [\[19\]\[26\]\[27\]\[28\]\[29\]](#) [14]

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

## **Suspensions and Expulsions (Policy 233)**

### **Purpose**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations. [\[1\]\[2\]\[3\]\[4\]\[5\]](#)

### **Authority**

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student. [\[6\]\[1\]\[7\]](#)

### **Guidelines**

#### **Exclusion From School - Suspension**

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended. [\[6\]\[1\]](#)

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period. [\[1\]](#)

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. [\[1\]\[7\]](#)

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

### Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[\[7\]](#)

### Due Process Requirements for Informal Hearing

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

### Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[\[2\]](#)

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[\[2\]](#)[\[7\]](#)

The district shall provide for the student's education during the period of in-school suspension.[\[2\]](#)

### Expulsion

**Expulsion** is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.[\[6\]](#)[\[1\]](#)[\[7\]](#)

### Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[\[6\]](#)[\[1\]](#)[\[7\]](#)[\[8\]](#)

The formal hearing shall observe the due process requirements of:[\[7\]](#)

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.

4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[\[9\]](#)

#### Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[\[1\]](#)[\[10\]](#)

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

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

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

#### Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[\[1\]](#)

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

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

### Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[11][12]

### Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Student Conduct and Discipline Code, in accordance with Board policy on student discipline.[13]
2. Procedures that ensure due process when a student is being deprived of the right to attend school
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[14]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

## **Bullying/Cyber Bullying (Policy 249)**

### Purpose

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

### Definitions

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

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

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

### Authority

The Board prohibits all forms of bullying by district students.[1]

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

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

### **Delegation of Responsibility**

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

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

### **Guidelines**

The Student Conduct and Discipline Code, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[2\]](#)[\[3\]](#)

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

### **Education**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[4\]](#)[\[1\]](#)[\[5\]](#)

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Conduct and Discipline Code, which may include:[\[1\]](#)[\[3\]](#)[\[6\]](#)

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.



9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

## **Drug and Alcohol Policy (Policy 218.4 & 207) (Revised 2-2006)PURPOSE**

This policy including its rules, regulations, and guidelines is a coordinated effort by the Charleroi Area School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Charleroi Area School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population.

As an extension of this policy, the following rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood altering substance, and alcohol related situations.

### **POLICY AUTHORITY**

Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents/guardians. The school professional staff is operating under Section 1317 of the Pennsylvania School Code. This specifies that “every teacher, vice-principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his or her school during the same time he or she is in attendance, as the parents, guardians or persons in parental relation to such pupil may exercise over them.”

This concept of in loco parentis clearly sets school personnel apart from law enforcement officials. School administration and staff have the right to conduct searches without warrants and such searches may be conducted based on considerably less evidence than required by the police.

The Charleroi Area School District also reserves the right to authorize the use of any measure, including the use of K-9 aided searches, deemed necessary to control chemical use in accordance with the (Immunity Bill) (Act 67 of 1984, 42 PA. C.S.A. Section 8337, eff. 6-30-84) passed by the Pennsylvania General Assembly.

### **PROCEDURES**

As an integral part of the Charleroi Area School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substances and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substance and alcohol related incidents. The Charleroi Area School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves

the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

**ALL STAFF MEMBERS, ADMINISTRATORS, AND MEMBERS OF THE BOARD OF EDUCATION INVOLVED IN SUCH CIRCUMSTANCES ARE OBLIGATED TO GUARD THE CONFIDENTIALITY OF THE STUDENT.**

### **DEFINITION OF TERMS**

Assessment – an official psychological and/or physiological evaluation. Any costs involved are the responsibility of the student’s parents/legal guardians.

Charleroi Assistance Team – is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and ad hoc community members. This team has been trained to identify and remove barriers to learning, involve parents, develop school-based strategies and facilitate necessary referrals.

Chemical Abuse Specialist – is a certified specialist with expertise in the area of chemical dependency and assessment.

Confidentiality – the ethical duty to fulfill a contract or promise to students and parents that the information revealed will be protected from unauthorized disclosure. Information will be shared on a need to know basis only.

Cooperative Behavior – the willingness of the student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the administration and staff.

Distribution – deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Drug/Mood Altering Substance/Alcohol – shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance, which is intended to alter mood. Examples include but are not limited to beer, wine, liquor, marijuana, cocaine, crack, heroin, hashish, chemical solvents, glue, look-alike substances, anabolic steroids, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the School District policy for the administration of medication (400-1) to students in school.

Drug Paraphernalia – includes any object, apparatus or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

Extracurricular – school-sponsored activity/event.

### **First Offense- first drug and alcohol violation**

Instructional Support Team – a team made up of parents, teachers, administrators, counselors, nurses and volunteers who systematically search for ways to help at-risk students. The team uses an interactive process with the primary focus of supporting and improving instruction.

Licensed Drug/Alcohol Facility – a hospital, facility, or agency, licensed by the Pennsylvania Department of Health, to provide drug and alcohol related services for assessment and treatment of the disease of chemical dependency.

Look-a-likes – any substance that resembles or is made to resemble a controlled and/or illegal substance.

Need to Know – school personnel with a legitimate educational interest.

Possession – the act of having or taking into control, without any attempt to distribute, any alcohol, drug or mood altering substance determined to be illegal or as defined by this policy.

### **Second Offense- Second or more drug and alcohol violation.**

Staff member – an employee of the school district.

Uncooperative Behavior – any resistance or refusal, either verbal, physical or passive, on the part of the student, to comply with the reasonable request or recommendation of the administration and/or staff.

## **SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES**

### *SITUATIONAL CATEGORY - 1*

- The student is caught possessing prescribed or over-the-counter medications that have not been registered with the nurse/teacher according to district policy.
- *Immediate Action* – The teacher/staff member will summon the principal and/or designee or escort the student to the principal's office. The student will be requested to turn over the medication to the school nurse or principal.
- *Investigation* – Principal or designee will investigate the incident.
- *Notification of Parents* – The parent will be contacted and the situation described. At this time, the parent will be informed of the district policy, which requires all students to turn medication into the nurse's office. A copy of this policy will be sent home.
- *Confidentiality* – Information will be limited to those with the need to know.
- *Notification of Police* – No.
- *Disposition of Substance* – Upon confirmation that it is a legitimate prescription, the student will be permitted to take said prescription home at the end of the day. If not legitimate, appropriate situational category will be followed.
- *Discipline/Rehabilitation* – No specific disciplinary action will be required if the student is cooperative. If the student is uncooperative, further investigation into this matter will occur. Disciplinary actions as set by the principal and discipline policy will be taken.

### *SITUATIONAL CATEGORY – 2*

- The possible drug use of a student is of concern, however, there is NO EVIDENCE of violation of law or school regulations. This situation may involve:
  - A. The student who is suspected of using drugs but does not show extreme behavioral changes.
  - B. The student who contacts a professional staff member in regard to the drug use of a “friend” or another student.
  - C. The student who volunteers information about personal drug use.
- *Immediate Action* – A staff member may approach the student in regard to behavior, classroom performance or general health. Students should not be accused of drug use. If possible, an attempt should be made to discuss the situation in a positive manner or to refer the student to the Drug and Alcohol consultant. This situation shall also be brought to the attention of the principal so that, if necessary, S/he may be of assistance.
- *Investigation* – In most cases investigation is limited to discussion with the student and is not intended to be used as a basis to punish the student. A staff member shall contact the building principal, or his/her designee.
- *Notification of Parents/Guardians* – Parents/guardians should be contacted in cases of suspected drug use even though there is no evidence; however, any contact will concern the student’s actual behavior; not suspicions of drug use.
- *Confidentiality* – Information will be limited to those with the need to know.
- *Notification of Police* – Not applicable.
- *Disposition of Substance* – Not applicable.
- *Discipline/Rehabilitation* – Charleroi Assistance Team/Child Study Team referral and recommendation.

### *SITUATIONAL CATEGORY – 3*

- A student experiences a medical emergency believed to be related to the use of a drug, mood-altering substance, or alcohol.
- *Immediate Action* – Standard health and first aid procedure will be followed. The nurse will be summoned immediately. The student will be transported to a medical facility if necessary.
- *Investigation* – The principal/designee will investigate the incident. This may include a search of the student, his/her locker, car, and other possessions, according to school board policy #200-4-5. If alcohol or drug use is confirmed, appropriate situation #4 through #7 will be followed.
- *Notification of Parents/Guardians* – Yes
- *Confidentiality* – Information will be limited to those with the need to know.
- *Notification of Police* – Only in cases where the safety of the emergency victim or school population is at risk.
- *Disposition of Substance* – Analysis will be made if evidence is found.
- *Discipline/Rehabilitation* – Referral to the Charleroi Assistance Team/Child Study Team.

### *SITUATIONAL CATEGORY – 4*

- A student possesses drug-related paraphernalia.
- *Immediate Action* – The teacher/staff member will summon the principal and/or designee or escort the student to the principal’s office. The student will be requested to turn over the paraphernalia to the principal/designee.
- *Investigation* – The student, his/her desk, locker, car and other possessions may be searched according to school policy 200-4-5.
- *Notification of Parents/Guardians* – Parents/guardians will be contacted, situation described and immediate conference arranged.
- *Confidentiality* – Information will be limited to those with a need to know.
- *Notification of Police* – Yes.
- *Disposition of Paraphernalia* – Paraphernalia will be confiscated, sealed and documented for analysis.
- *Discipline/Rehabilitation* – Cooperative
  1. Referral to the Charleroi Assistance Team/Child Study Team.
  2. One to three days out-of-school suspension.

3. If there is evidence of a further violation, see appropriate situational category.
- *Discipline/Rehabilitation* – Uncooperative
  1. Referral to the Charleroi Assistance Team/Child Study Team.
  2. Three to ten day out-of-school suspension.
  3. If there is evidence of a further violation, see appropriate situational category.
  4. Administrator will determine if further disciplinary action is warranted.

#### *SITUATIONAL CATEGORY – 5*

- A student is found to be in possession, use, or under the influence of drugs, mood altering substances or alcohol when attending any school-sponsored activity or event, school hours, school property.
- *Immediate Action* – Security personnel will be summoned. The group advisor/administrator will be notified.
- *Investigation* – The student, his/her locker, car and other possessions will be searched according to policy 226. An anecdotal report of the incident will be written by the sponsor and submitted to the principal. The appropriate situational category will be followed.
- *Notification of Parents/Guardians* – Parents/guardians will be contacted and the situation described. The student will be detained until parent or designee can accompany the student. If parent /designee is not available, the student will be sent home at the parent’s expense, according to previously established activity guidelines. A conference with parent/guardian will be arranged as soon as possible.
- *Confidentiality* – Information will be limited to those with a need to know.
- *Notification of Police* – Yes.
- *Disposition of Substance* – Substance will be confiscated, sealed, and documented. Analysis will be made for possible use in further proceedings.
- *Discipline/Rehabilitation* – Cooperative - (First Offense)
  1. Informal hearing.
  2. Four to ten day out-of-school suspension.
  3. Recommendation by principal for assessment by a licensed drug and alcohol facility and evidence that drug and alcohol recommendations have been followed. All costs and responsibilities are to be assumed by parent/guardian.
  4. Recommendation by the principal for referral to the Charleroi Assistance Team/Child Study Team and compliance with recommendations.
- *Discipline/Rehabilitation* – Uncooperative – (First Offense)
  1. Informal hearing.
  2. Ten-day out-of-school suspension.
  3. Recommendation by principal for assessment by a licensed drug and alcohol facility and evidence that drug and alcohol recommendations have been followed. All costs and responsibilities are to be assumed by parent/guardian.
  4. Recommendation by the principal for referral to the Charleroi Assistance Team/Child Study Team and compliance with recommendations.
  5. Administrator will determine if further disciplinary action is warranted.
- *Discipline/Rehabilitation* – Cooperative – (Second Offense)
  1. Informal hearing.
  2. Expulsion.
  3. Recommendation by principal for assessment by a licensed drug and alcohol facility and evidence that drug and alcohol recommendations have been followed. All costs and responsibilities are to be assumed by parent/guardian.

#### *SITUATIONAL CATEGORY – 6*

- A student is distributing a drug, mood altering substance, or alcohol.
- *Immediate Action* – The teacher/staff member will summon the principal and/or designee or escort the student to the principal’s office. The student will be requested to turn over the substance to the principal.
- *Investigation* – The student, his/her locker, car, desk, and other possessions will be searched according to policy 200-4-5.
- *Notification of Parents/Guardians* – Parents/guardians will be contacted, situation described and immediate conference arranged.
- *Confidentiality* – Information will be limited to those with a need to know.

- *Notification of Police* – Yes.
- *Disposition of Substance* – Substance will be confiscated, sealed and documented. Analysis for use in further proceedings will be requested.
- *Discipline/Rehabilitation* – Cooperative/Uncooperative
  1. Informal hearing.
  2. Expulsion.
  3. Recommendation by the principal for assessment by a licensed drug and alcohol facility, and evidence that drug and alcohol recommendations have been followed. All costs and responsibilities are to be assumed by parent/guardian.
  4. A formal School Board hearing/stipulated adjudication will determine further disciplinary action.

Upon return to school will be referred to Charleroi Assistance Team or Child Study Team.

## **Controlled Substances/Paraphernalia** (*Policy-227*)

### **Purpose**

This policy is a coordinated effort by the district to openly and effectively respond to the potential and current uses and abuses of controlled substances/paraphernalia by members of its entire student population.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the district will work to educate, prevent, and intervene in the use and abuse of all controlled substances by the student.

### **Definitions**

For purposes of this policy, **controlled substances** shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]](#)[\[4\]](#)

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

### **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school

property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[10][11][12][13][8][9]

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Conduct and Discipline Code if any of the following circumstances exist:[14]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Conduct and Discipline Code if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[17][18]
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

### Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][20]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][17][18][21][22][23]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][21][24]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][18]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

### Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[25]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[20][26]

### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

## **Academic Integrity**

Academic integrity indicates an ability to meet and face issues creates an atmosphere of trust, respect, and security and 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.
- ◆ Using another student's work to copy and submit as his/her own.

***Consequences*** (Must be reported in writing to the building principal.)

- ◆ First Offense: Will be handled by the teacher involved. The student will receive a zero and the respective parents and principal will be notified.
- ◆ Second Offense: In the same class, will necessitate a parent-teacher conference with the principal.
- ◆ Third Offense: Will necessitate a parent conference with the principal. The student will receive a failing grade for the course in which the third cheating offense occurred for that grading period and face a possible hearing before the Board of Education.
- ◆ Cheating: On any final examination will automatically result in a failing grade for that test.

**NOTE: Academic integrity offenses will be dealt with on a yearly basis.**

**Administering Prescribed Medication** (*Policy 210*) (*Revised 4-2016*)

**Purpose**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

**Definitions**

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

**Authority**

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.[\[1\]\[2\]](#)

**Delegation of Responsibility**

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[\[3\]](#)

The Certified School Nurse collaborates with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[\[4\]\[5\]](#)



The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist and designated administrators and revised as necessary.

### **Guidelines**

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[\[6\]](#)[\[7\]](#)

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[\[8\]](#)[\[9\]](#)

### **Delivery and Storage of Medications**

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. The district shall not store more than a thirty-day supply of an individual student's medication, except for student insulin which has a shelf life of longer than thirty (30) days.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

### **Disposal of Medications**

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Methods for safe and environmentally friendly disposal of medications.
3. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

#### Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:[9]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

#### Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
2. Assigning school health staff to be available.
3. Utilizing a licensed person from the school district's substitute list.
4. Contracting with a credible agency which provides temporary nursing services.
5. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
6. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.

7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

## **After School Regulations**

No student is to remain in the building beyond the dismissal time unless under the direct supervision of a staff member. Practices or meetings of any kind are not to be held without first scheduling them with the principal and securing proper teacher supervision. It is the Parent/Guardian's responsibility to promptly pick up the student at any designated time.

## **Athletic Eligibility**

A student is eligible to compete interscholastically if he/she meets the following:

1. Did not fail two core or one core subject and two U.A. classes during the proceeding semester.
2. Is not failing two core subjects or one core U.A. classes during the time of Participation.
3. Has not missed 10 or more school days during the semester or previous semester.
4. Must be in compliance with the District Attendance Policy.
5. Has a doctor's certificate and his/her parent's consent is on file with the athletic director.

Athletic Courtesy – Athletics is part of our school program; therefore, it is the duty of all coaches, participants and spectators to embody these principles in their own actions, and advocate them before others.

1. The rules of the game are to be regarded as mutual agreement, the spirit or letter of which no honorable person would break.
2. No advantages are to be sought over others except those in which the game is understood to show superiority.
3. Unsportsmanlike or unfair means are not to be used even when opponents exercise them.
4. Visiting teams are to be honored guests of the home team, and should be treated as such.
5. No action is to be taken or course of conduct pursued, which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
6. Remember that the coach, player and spectator represent his or her school, community and family.
7. Decisions of the officials are to be abided and respected even when they seem unfair.

The administration and his/her designee reserve the right to administer appropriate disciplinary action for violations of student conduct while participating in and/or attending any extracurricular event.

## **Athletic Programs/Clubs/Activities**

At the middle school level, the major emphasis of the athletic program is to provide broad-based intramural and interscholastic activities. These activities are designed to provide learning experiences for all students interested in various sports.

Sport activities include freshman football (boys), softball (girls), wrestling (boys), cheerleading (girls), track and field (boys and girls), volleyball (girls), and soccer (boys and girls).

There are also a number of clubs and programs available to students with certain "specialty" interests. These include student council, school newspaper, ski club, concert band, performing chorus, and drama.

## **Backpacks**

Students are permitted to bring backpacks (sport bags, gym bags, etc) to school; however, it is up to the individual teacher as to whether or not they are permitted in his/her class. At no time should a student take a backpack through the cafeteria line.

## **Bus Passes**

Students requiring a bus pass to ride an alternate bus home, should bring a note to the receptionist prior to the homeroom period. No bus passes will be issued after the homeroom period.

## **Bus Recordings**

**\*\*\*\* Students may be recorded on CASD school buses (Policy 810.2)**

- The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[2]
- The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[2]
- Recordings may be used as evidence in student discipline hearings and may be turned over to law enforcement officials when appropriate.

## Bus Transportation & Regulations

Bus transportation is provided for all students in the Charleroi Area School District. Proper conduct at the bus stop and on the bus is essential to maintain safety. The bus and bus stop are an extension of the school and students/parents must adhere to the following:

1. Be at the bus stop 5 minutes prior to the arrival of the bus.
2. Students must wait for the bus to come to a full stop before boarding and exiting.
3. Students **must** ride the bus that they are assigned. A bus pass **must** be issued before a student is permitted to ride a different bus. (see process above)
4. Behavior that is disruptive to the driver, for example, changing seats, standing, yelling, throwing objects, playing loud music, etc, is prohibited. The principal can determine, at his/her discretion, other behaviors that are disruptive.
5. All school rules apply to the buses. Inappropriate behaviors occurring during district transportation will receive the same discipline as though it had occurred in school.
6. No parent/adult is allowed to board any of the school district buses/vans.

## Dating Violence Policy (Policy 252)

### Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

### Definitions

**Dating Partner** shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

**Dating Violence** shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

### Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

### Guidelines

#### Complaint Procedure

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[1]

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Conduct and Discipline Code.[\[1\]\[2\]](#)

If a possible violation of the district’s harassment policy is implicated, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations.[\[6\]](#)

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[\[1\]](#)

1. Published in the Student Conduct and Discipline Code.
2. Published in the Student Handbook.
3. Made available on the district’s website, if available.
4. Provided to parents/guardians.

### Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.[\[1\]](#)

### Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[\[1\]\[3\]](#)

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[\[1\]\[4\]](#)

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[\[1\]\[5\]](#)

## **Disciplinary Procedure and Action for Bus Problems**

All student offenses involving discipline must be submitted in writing by the driver to the dispatcher/mechanic. It will also be directed by the dispatcher/ mechanic to the proper Administrator. Discipline will follow the discipline code.

## **Cafeteria and Breakfast/Lunch**

Every student is assigned to one lunch period; therefore, you are to be in the cafeteria only during your assigned time. All students must eat their lunches in the cafeteria whether they purchase or bring all or part of their lunch. Students are not permitted to order food from outside venues. The only outside lunch students may have are lunches from home, or a parent/guardian brings the lunch to them. Water bottles are permitted in school due to removal of water fountains and installation of water bottle fillers. If you bring a drink other than a water bottle to school it must be sealed and unopened until your lunch period. After lunch you need to dispose of your container. You may be sociable but must cooperate with the instructions of the cafeteria supervisors. When done eating, students need to clean up their table, throw their garbage away, push their chairs in, and return their trays to the dishwasher area. Make sure to pay all cafeteria fines/fees in a timely manner. Failure to follow cafeteria rules will result in disciplinary action. Breakfast will be served from 7:10 to 7:30 am. Every student now has an account in the cafeteria. It can be accessed by their student PIN (Personal Identification Number). At meal time when the student reaches the cashier station at the end of the service line, the student will enter their PIN number onto the number pad. The computer then identifies and accesses the student’s account. If there is money in the account, the purchases are

deducted, eliminating the need for students to carry money to school. Parents or students can bring either cash or a check made payable to the Charleroi Cafeteria Fund and given to a cashier. The money will then be deposited into the student's cafeteria account.

### **Student Meal Charge Accounts** (*Policy 808.1*)

Pursuant to the National School Lunch Act and Child Nutrition Act of 1996 the Charleroi Area School District operates a school meal program for all of its students and wishes to engage in a computerized point-of-sale food system for the purchase of meals. The computerized point-of-sale debit system allows for the charging of a limited number of meals. Use of this system shall be in accordance with these guidelines:

1. Students may pay for meals or food items each day with cash.
2. Students may use the point-of-sale food system to purchase meals or food items.
3. In the event that the student does not have cash to pay for his/her lunch or sufficient funds in his/her account, students will be permitted to charge lunches only (no A La Carte food items) according to the following:
4. Students will not be permitted to charge breakfast to an account without sufficient funds.
5. Any student, requiring a lunch due to medical reasons, will not be denied access to a reimbursable lunch. The determination must be made and documented by a physician or school nurse.
6. Students cannot charge breakfast, snacks or A La Carte items if his/her account reflects a negative balance.
7. Elementary school parents/guardians will be contacted by phone after the student charges two (2) meals to an account with a negative balance.
8. A participation report will be sent to the parent/guardian upon parental request or in the event that the student exceeds charge limits.
9. Any family with a total balance over \$100 must have an approved payment plan established to avoid legal action. If a payment plan is not in place or adhered to, legal action will be taken by the school district.

Students receiving reduced priced meals shall be treated under this policy in the same fashion as those students who receive full price meals.

Nothing in this policy shall require the school district to replace stolen or lost student cash for meal purchases for reduced or full priced meals.

A thirty-five dollar (\$35) processing fee shall be charged against a student's account in the event a check is returned for non-sufficient funds. If a family issues more than one (1) check per year that is returned for insufficient funds, the Food Service Department will only accept payment in cash.

### **Charleroi Cyber School**

The Charleroi Area School District has a contractual agreement with the Seneca Valley School District to operate the Charleroi Area School District Cyber School. The enrollment process consists of the guidance counselors and the district's cyber coordinator reviewing of a student's transcripts and then a meeting with the student and his/her family to choose classes from the wide variety of classes that are available. Within a few days, an appointment is scheduled with the student for orientation and technical package pick up. The entire process is usually completed within a week. The program follows the school district's curriculum and students will receive a CASD diploma upon completion of graduation requirements. If you have any questions about the Cyber School Program, please contact Mrs. Elaina Zitney, Program Director at 724-483-3509

### **Computers/Electronic Network Technology**

The computer and electronic network technology may be used for educational purposes only. The procedures of the district do not permit personal disks or games to be installed or played on any of the computers or in any of the electronic network technology laboratories without the principal's approval. Playing games that are unauthorized by the instructor or that are not part of the instructional program is in violation of school and school district policy and will be disciplined accordingly.

Intentionally altering the files and/or hardware on the district computers disrupts the learning of other students and can be costly and time-consuming to repair. The school district views such

tampering as vandalism. Discipline for all acts of vandalism will be in accordance with the school discipline code/procedure and may include removal from courses, loss of privileges, suspension from school, payment and/or reimbursement of repair costs for damaged equipment and/or expulsion from school.

The district will monitor usage, and privacy is not and cannot be guaranteed. Unauthorized copying of district software or tampering with electronic network technology will be considered theft and will be prosecuted as such. Each student will be held responsible for intentional alteration of a technology workstation that occurs while he/she is sitting at the workstation. Installation of software by students is strictly forbidden.

The computer and electronic network technology (i.e. Internet) may not be used for profit purposes, non-school related activities, lobbying, advertising, transmitting or receiving offensive material, hate mail, discriminating/slandering remarks, to obtain or send obscene, inappropriate or pornographic material or for any illegal activity of any nature, including, but not limited to copyright or trademark infringement. Any violation of this nature will result in disciplinary action and/or prosecution.

All students must comply with the following expectations:

1. I will use the Internet and computer technology only in ways that are in support of the educational program in which I am enrolled.
2. I will not use the Internet and computer technology for profit purposes, non-school related activities, lobbying, advertising, transmitting or receiving offensive material, hate mail, discriminating/slandering remarks, or to obtain or send any obscene or pornographic material, or for any illegal activity of any nature, including, but not limited to violation of copyright and/or trademark laws.
3. I will not seek information, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
4. I understand that use of school district software technology or the use of the Internet for fraudulent or illegal copying, communication, or taking or modification of software material in violation of the law is strictly prohibited by the district and will be referred to the appropriate legal authorities.
5. I will not download or use unauthorized games, programs, files or other electronic media.
6. I understand that the illegal use of copyrighted software or trademark information is prohibited.
7. I will not use the network to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
8. The user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.
9. I agree to report any inappropriate or derogatory use of the Internet to an administrator or to a faculty member.
10. I understand and agree that the use of the Internet is a privilege and not a right.
11. I understand and agree that costs, liability or damages caused by my negligent or improper use of the networks is my responsibility and my parents'/guardians' responsibilities.
12. Any computer expectation not followed may result in a one to ten day suspension and/or expulsion and loss of computer privileges in the district

## **Concussion Plans**

It is the family's responsibility to contact the school nurse with any information regarding a concussion. Once contact is made, the district concussion protocol will be followed.

## **Electronic Device Policy**

### Telephone/Electronic Devices

The office telephones are business phones and should be used by pupils only if it is an emergency. The phone may be used only with approval. The student must have a signed pass from a teacher to be in the office.

**Students will not be allowed to use cell phones during the school day.**

The Board prohibits the use of personal communication devices by students during the school day in district buildings as follows:

1. During the school day, students are not permitted to make phone calls on personal cell phone devices. Students may report to the office and use the phone in the office to call a parent.
2. PEDs are not allowed to be used by students during any type of assessments such as tests or presentations
3. PEDs are only allowed to be used during instructional time at teacher's discretion and prior approval from the principal.
4. PEDs are prohibited for taking inappropriate or unauthorized pictures and video of students and staff.
5. PEDs are forbidden from sharing and posting on the Internet, threatening and/or bullying other students or staff members.
6. PEDs are prohibited from use at all times in the locker rooms, hallways, bathrooms, health suites and other changing areas.
7. Inappropriate use or use that violates the privacy rights of others or which violates any applicable laws or regulations shall not be permitted.

#### Laptop Computers/Personal Digital Assistants

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities with prior approval from the principal. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

#### Electronic Games

**Electronic games are not permitted unless used for educational purposes and approved by the building principal.**

#### Headphones/Ear Buds

Headphones and Ear Buds are only permitted for educational use. Students are not permitted to use during class changes/cafeteria or any other unauthorized areas deemed by the principal/staff.

### **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene pornographic, lewd, or otherwise illegal images or photographs whether by electronic data transfer or other means, including but not limited to sexting, texting and emailing. Consequences will occur depending on severity of offense up to and including suspension and local law enforcement referral.

### **Deliveries**

Students who receive special deliveries (flowers, gifts, etc) will be held in office and will be distributed at the end of the day. Students should remain in class therefore if the gift can wait until student gets home that would be greatly appreciated. **Gym clothes and homework/school supplies brought to school will be given upon arrival.**

### **Dress and Grooming (Policy 221)**

#### Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

#### Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[\[1\]\[2\]](#)

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[\[2\]](#)



## Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[3]

## **Dress Code Guidelines** (*Policy 221*)

The administration and faculty feel that young adults will want to take pride in their appearance and dress. Through the dress code, we seek to protect you and to prepare you for the expectations of the work and academic worlds beyond middle school. Dress with self-respect and decency in mind. Clothing that is deemed inappropriate by the administrative staff will not be permitted to be worn in school. **Students are not permitted to wear:**

- Undergarments are not to be exposed.
- Bottoms: All clothing must have a length of mid-thigh or below. (Skirts and shorts should be **below** the fingertips **at all times** when the arms are fully extended at the side.) Leggings or bike shorts may not be worn alone as pants. Pants, shirts, skirts, and shorts must be secured and worn no lower than the waist.
- Tops: tank tops, muscle shirts, halter tops, bare chests or midriffs, half shirts, spaghetti straps, or shirts and dresses without sleeves or that are backless and other provocative apparel are not permitted. Tops must be long enough to tuck into pants, skirts, skorts, and shorts.
- No see through fabric allowed.
- Baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
- Torn or ripped clothing are not permitted.
- Hats, hoods, bandanas or other head coverings are not permitted to be worn in the building and should be left in the student's locker. An exception to the wearing of headwear may be granted to an individual student by the administration for medical or religious reasons.
- Winter coats/jackets are not permitted to be worn inside of the buildings.
- Blankets are not allowed to be worn in school.
- Shoes are to be worn at all times. No shoe skates are permitted.
- Students are not to wear clothing that could be interpreted as gang related, violent, vulgar, indecent, or obscene, either by wording or visual description. T-shirts or other clothing promoting obscene, profane and other content likely to disrupt the educational process, and messages promoting drugs or alcohol are not permitted.
- Hanging chains and dog collars are not permitted.

Students should be encouraged to take pride in their appearance. When students come to school inappropriately dressed, the staff and administration will take necessary steps to correct the situation, which include the following:

**Students will be asked to change into proper attire. If no change of clothing is available, parents will be contacted to bring appropriate clothing. If parents cannot be reached, the student will need to obtain appropriate clothes from the Goldpost Room. Additional consequences will be assigned for repeated dress code violations.**

Dances: Bandage skirts are not permitted as appropriate attire. No refunds for this violation when you are denied entrance at the door.

Students who are required to wear an electronic monitoring device (ankle bracelet) that is court ordered by Washington County, must keep the bracelet covered at all times.

## **Eligible Students**

Eligible Student - An individual of school age who was receiving special education and related services as a handicapped school-aged person under Chapter 13 (Revised) prior to July 1, 1990, or an individual of school age who meets the criteria in paragraphs one (1) and two (2).

(1) The individual has one or more of the following physical or mental disabilities, as set forth in Chapter 342:

- (a) Autism/pervasive developmental disorder
- (b) Serious emotional disturbance
- (c) Multi-handicap
- (d) Neurological impairment
- (e) Other health impairment
- (f) Deafness/hearing impairment
- (g) Physical disability
- (h) Specific learning disability
- (i) Speech impairment
- (j) Mental retardation
- (k) Blindness/visual impairment

(2) The individual is determined by an IEP team, based upon recommendations in a multidisciplinary evaluation, to need special education.

## **Extracurricular Activities**

The Middle School has a number of clubs, organizations, and athletic teams. Students are encouraged to participate in one or more groups of interest. However, students must be aware that every club, team and organization has specific rules, regulations, and by-laws that cover participation and membership. Whenever joining any team, club or organization, students should become very familiar with all aspects of the program's constitution and by-laws. Since specific rules and regulations are somewhat different for every group and team, rules of eligibility apply before any student can become a member. Excessive violations of the Charleroi Area School District policy and procedures may result in suspension or exclusion from extra-curricular activities (athletics, clubs and organizations, dances, etc.).

Students participating in any after school activity **must go home at the end of 8<sup>th</sup> period**, unless the activity starts immediately after school. Students are to be driven back to school by a parent or guardian and should have adult supervision if attending an after school activity.

## **Extracurricular Eligibility**

A student is eligible for extracurricular activities if he/she meets the following:

1. Has a passing grade in four full credit subjects during the preceding semester.
2. Maintains a passing grade in four full credit subjects during the time of participation.
3. Has not received a major misconduct report during the school year (this regulation applies to student elective offices only). Items 1-3 may have more stringent regulations as governed by individual by-laws or constitution.
4. Has not missed 10 or more school days during the semester or previous semester. If so, he/she may not become eligible until completing 60 days of attendance.
5. Has not been removed from any previous activity or school elective position for lack of attendance or participation.
6. Must be in compliance with the District Attendance Policy.

These eligibility requirements are in accordance with those of the Pennsylvania Interscholastic Athletic Association.

## **Field Trips/During the Day School Activity**

Field trips, as permitted by school policy, can be a very beneficial part of a student's educational experience. School sponsored field trips will be noted for attendance purposes, but will not be counted as an absence towards denial of credit. Field trips are a privilege, therefore, the following guidelines are set forth:

1. Students must have field trip eligibility and parental permission form filled out, approved, and returned to the teacher prior to the field trip. The teacher or sponsor responsible for the trip will distribute these forms. All classroom teachers' signatures approving the student going on a field trip must be completed. Classroom teachers have the right to deny a student the privilege of going on a field trip if that student has excessive absences, or if the academic performance is not satisfactory at the time of the trip. If the student is not eligible for a field trip for any of the above reason then the student may not attend the event.
  - a. Attendance - Students absent from any class in excess of ten times per semester, regardless of reason, will be excluded from field trip participation.
  - b. Academics - Students academically failing ANY class will not be permitted to attend any field trip during the time the grade remains failing.

3. Any student that owes a school fee will not be permitted to attend a field trip.
4. Any student who goes on a field trip is responsible for getting the work ahead of time for classes he or she will miss. The student is responsible for turning in all work on the same day as those who were in class on the day of the field trip. Also, any homework assigned for the day following the field trip should be prepared by the student and read to hand in upon returning to class. **It is the student's responsibility (not the teacher's) to make sure that work is completed.**

**Fines**

Fines are issued for various reasons and students should pay their fines as soon as possible. For example, fines are issued from the library, band, cafeteria, or lost textbook, etc. Fines follow the students' through their school career. A student may not receive a diploma upon graduation if there is an outstanding fine. Students with outstanding fines are not eligible for field trips and some (during the day) special activities.

**Fire Drills**

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. Students are to remain at least 50 feet away from the building until the signal is given to re-enter. No one is to return to the building until the principal or his authorized representative gives the signal.

**Grading Scale**

Grades will be determined according to the following percentages in all subject areas.

|                  |   |
|------------------|---|
| A.....100% - 90% | I.....Incomplete                              |
| B.....89% - 80%  | <b>Students with incompletes have 10 days</b> |
| C.....79% - 70%  | <b>into the new quarter to finish work</b>    |
| D.....69% - 60%  | <b>or else it becomes zeros</b>               |
| F.....59% - 0    |   |

**52%** is the lowest grade reported on the report card for the first three grading periods, unless permission is obtained from the Building Principal and/or his designee. The Principal or his designee will contact the parent of guardian. During the fourth nine weeks students will receive the grade they earn (0-100),

Each teacher has the opportunity to record up to three (3) comments for each student in each class. The following are the comments:

- |   |                                     |
|---|-------------------------------------|
| A. Commendable attitude                 | L. Poor attendance/tardiness        |
| B. Participates in class activities     | M. Required work not completed      |
| C. Preparation/organization commendable | N. Does poorly on tests/evaluations |
| D. Exhibits outstanding effort          | O. Puts forth little/no effort      |
| E. Creativity commendable               | P. Disruptive/talkative in class    |
| F. Shows interest/desire to learn       | Q. Progress report issued           |
| G. Improvement shown                    | R. Conference requested             |
| H. Respectful/courteous                 | S. Adaptations                      |
| I. Not working to potential             |                                     |
| J. Participation needs improvement      |                                     |
| K. Poor organization/study habits       |                                     |

An Incomplete (I) does not automatically result in an F, the student must make up the "I" in ten school days or the assignment will be converted to an F unless the "I" is for a medical.

**Guidance**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational/career information, help with study and home, social concerns, or any question the student may feel like discussing with a counselor.

A student must first report to his assigned area and then receive a pass to the guidance office.

**Hall Passes**

No student shall be in the hall during regular class time without a hall pass signed by a teacher in a handbook. This will include trips to the restroom, water fountain, library, and/or office, as well as to any place other than the room to which the student has been assigned. Passage shall

be by the shortest and quickest route practicable without stopovers at other points or without bothering other classes in session. Failure to obtain a hall pass will result in disciplinary action up to and including suspension.

## **Health Office**

If a student desires to see the nurse, he/she should obtain a hall pass from the classroom teacher. The nurse may be found in her office during regular school hours except when performing school nurse duties outside the school. In the event a student arrives at the nurse's office and she is not present, the student must report to the secretary. No student may remain out of class, lunch, or study hall by staying in the hallway or lavatory when seeking the nurse. Students not abiding by these regulations will be considered absent from class.

A student must first report to his assigned area and there receive a pass for the nurse's office. If an accident occurs, the nearest teacher should be notified immediately.

## **Homework and Assignment**

Homework/assignments are an integral part of a student's learning experience. It is the responsibility of each teacher to establish rules and guidelines for homework. These rules and guidelines will be stated and consistent from the first day of school. Students should take the form home and have a parent sign the form stating they have read and discussed the policy with their child.

## **Homeless**

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, etc.)

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school or origin.

If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school. You may also contact Adam Brewer, Homeless Liaison at 724-483-3600 ext. 3089. If your living situation changes during the school year, and you and your children become homeless, please be sure to contact your school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

## **Honor Roll**

Honor roll is based on percentage points average of a student's 9 week grades received from all classes. There are three categories to the middle school honor roll. The categories and criteria are listed below:

|                |  |
|----------------|--|
| Highest Honors | PPA - 97%-100%. No individual grades below 90% |
| High Honors    | PPA- 94%-96%. No individual grades below 85%   |
| Honors         | PPA- 90%-93%. No individual grades below 80%   |

PPA Calculation: The percentage grade times the credits. Then divide the total percentage grades by the total credits

Ex. A full year course (ELA, Social Studies etc.) is worth 1 credit

A 9 weeks course (Steam, Art, Wellness etc.) is worth .25 credit because of only having the course for one 9 weeks ( $1/4 = .25$ )

Ex. Student schedule:

|         |              |                                   |                               |
|---------|--------------|-----------------------------------|-------------------------------|
| ELA     | 1 credit     | 9 weeks grade of 85 (1X85=85)     |                               |
| Math    | 1 credit     | 9 weeks grade of 97 (1X85=97)     |                               |
| Science | 1 credit     | 9 weeks grade of 81 (1X85=81)     |                               |
| Art     | .25 credit   | 9 weeks grade of 98 (.25X98=24.5) |                               |
| Totals  | 3.25 credits | 9 weeks sum 287.5                 | PPA is 287.5/3.25 PPA = 88.46 |

## Library/Literacy Café

You are encouraged to use the Library/Literacy Café for recreational reading and research. Occasionally, you may also need a quiet place to do homework independently. Computers are available for student purposes. All these activities are welcome and encouraged as long as they are done in a quiet and orderly fashion. Remember that your activity should not affect any other library user.

### Literacy Café

The literacy café, located in the library, provides students with the opportunity to purchase snacks and drinks in a café setting. Students may visit the café during their tutoring periods. Students are not permitted to take food/drink out of the café. The café will stop serving snacks/drinks with approximately 10 minutes left in each class period.

**Library cards** will be issued at the beginning of each year. It is to be used when coming to the library from either a class or a study hall. It is to be used only by you. Your teacher must write the time you left your class and his/her initials on the card each time you come to the library.

**You must arrive at the library within 3 minutes of the time written on your card.** When you arrive at the library, place your card on the circulation desk. When you are ready to return to your class or study hall, the librarian will place the time on your card. All students must return to their point of origin before the end of the period. During homeroom if you choose to report to the library, you must remain in the library until the bell rings to end homeroom period. When your library card is fully used, you may trade it for a new card at the library. If you lose or destroy your card, you may purchase a new card for one dollar. You may do this 2 times per year. Thereafter, you will be permitted to come to the library on a hand written pass for research purposes only. Research passes must be signed by the teacher who assigned the report and must specify the topic that you will be researching.

All materials borrowed from the library must be checked out at the circulation desk. Books may be returned by placing them in the book return slot in the hall. All other materials must be returned at the circulation desk. Materials will not be loaned to students with overdue materials or unpaid overdue fines. The following is a list of materials available in the library and the rules governing their circulation:

**Books** – Students are limited to 5 books checked out at any one time.

#### General Collection

1. Students may borrow these materials for a period of 2 weeks with 1 renewal
2. Overdue fines will be charged at a rate of 5 cents per day per book.

#### Reference Collection

1. Students are limited to 1 reference book at a time.
2. Most reference books may be borrowed on an overnight basis. They are due the following morning before the first period begins.
3. Overdue fine will be charged at a rate of \$1.00 per day.

## Locks

Students must purchase a lock from the school to be placed on their locker. Students must have a lock on their locker at all times. Students must also lock their gym locker. The school is not responsible for lost articles from lockers.

## Lockers

Lockers are property of the CASD and are subject to periodic checks by the principal or his/her designee. Students who do not cooperate with school officials during locker checks are subject to appropriate school discipline. Students must not go to their lockers other than specified locker times, unless they have a written pass. **STUDENTS ARE RESPONSIBLE FOR THE CONTENTS WITHIN THEIR ASSIGNED LOCKERS. DO NOT SHARE LOCKERS.**

## **Search of School Lockers** (*Policy 226*)

- A. The school district may provide students with lockers for the storage of their clothing and school materials. Periodic inspection for cleanliness and safety can be made when properly announced.
- B. The school district, standing in loco parentis (24 P.S. Sec. 1317) reserves the right to authorize school personnel or law enforcement officers to search individual lockers when reasonable suspicion dictates. **WHEN REASONABLE SUSPICION EXISTS THERE SHALL BE NO REASONABLE EXPECTATION OF PRIVACY TO DENY THE SEARCH.**

## **Metal Detector Policy/Procedure (Policy 709.1)**

**Purpose:** The Charleroi Area School District is committed to maintaining safe, orderly schools, school-sanctioned, and school-sponsored events; to promote health and safety within the school setting; and to provide a school environment conducive to education. In view of the escalating dangers in schools across the nation and locally, the use of metal detectors and other entry screening devices and technology to minimize the risk of harm on campus and at school events is determined to be a desirable technique to enhance school safety. No student, staff member, or member of the public should be subject to dangers inherent in a weapon, illegal drugs, or other potentially dangerous objects or persons, including any other item that students and the public alike are banned from possessing by any applicable state or federal law, municipal ordinance, or rules of the Charleroi Area Board of Education.

**Guidelines:** The Charleroi Area School District has implemented the following security screening and metal detector search guidelines:

1. Signs will be posted at the building entrances, in each classroom, and on bulletin boards throughout district schools indicating that all students and persons entering onto school property or attending a school event may be subject to a metal detector search or other security screening.
2. Notification of the metal detector search and security screening procedure will be provided to each student's family and district employee on an annual basis.
3. Notification of the metal detector search and security screening procedure will be provided to each student on an annual basis.
4. Security screening and metal detector searches will be conducted on a daily basis at the Middle and High Schools, and at the Elementary Center as determined to be needed by the Superintendent or his/her designee.
5. Security screening and metal detector searches may be conducted at the district's discretion during school-sponsored, school-sanctioned, or after-school events such as school dances, the Prom, or athletic events.
6. Any person who cannot be subject to a metal detector search due to a medical condition or device shall be subject to a pat-down search upon appropriate notification of the medical restriction to a school resource officer or district personnel.
7. The Charleroi Area School District school resource officers will provide training for other security officers and district personnel involved in a metal detector searches.
8. The Charleroi Area School District administrative, professional, and support staff will provide student supervision during security screening and metal detector search.

**Procedures:** For all persons subject to security screening and/or a metal detector search pursuant to this policy,

1. they shall first be required to place all book bags, handbags, and other hand-carried items on a table for visual screening by authorized district personnel.
2. Persons subject to a metal detector search will then empty their pockets and place items contained therein on a tray or in a basket, and then shall be directed to proceed through the walk-through metal detector.

3. All persons subject to a metal detector search are responsible for producing any electronic device during metal detector screening and bag checks. The Charleroi Area School District will not be responsible for any items damaged in the metal detector screening or bag checking process.

### **Student Entry into the Middle/High School Building on Instructional Days**

All students entering the Middle/High School Building on Instructional Days shall be subject to security screening procedures and/or metal detector searches.

1. Any student who commutes via private vehicle shall be required to enter the Middle/High School Building through a designated security entrance (normally the main entrance) and be subject to security screening procedures and metal detector search.

2. Any student who arrives to the Middle/High School Building via district provided vehicle (i.e., bus, van, etc.) shall be randomly selected, by district provided vehicle, to enter the Middle/High School Building through the designated security entrance and be subject to security screening procedures and metal detector search, said random selection being determined by the Superintendent or designee; all other students shall be directed to enter the Middle/High School Building through an alternate entrance as determined by the Superintendent or his designee.

3. Any student who attends a classroom or other school-sponsored activity on campus but outside of the Middle/High School Building (including but not limited to, auditorium, gymnasiums, amphitheater, technology building, or stadium) shall be subject to the security screening procedures and metal detector search through random selection by class.

4. Any student who, during the course of the instructional day, leaves campus or enters a private vehicle for any reason (including but not limited to vocational technology students) and then attempts to enter the Middle/High School Building during the same instructional day shall be required to enter the Middle/High School Building through the designated security entrance and be subject to security screening procedures and metal detector search.

5. In the discretion of the Superintendent or his/her designee, all students entering into the Middle/High School Building may be subject to security screening procedures and/or metal detector searches at any time, including but not limited to:

a. When it has reasonable suspicion to believe that weapons, illicit drugs, or other prohibited objects are in the possession of unidentified students;

b. When weapons, illicit drugs, or other prohibited objects have been found on school district property, on school buses or vehicles transporting school district students, or at school functions;

c. When violence involving weapons is occurring or has occurred on school district property, on school buses or vehicles transporting school district students, or at school functions;

d. In the event of a bomb threat or other emergency.

### **Metal Detector Search Procedure**

For all persons subject to metal detector searches, the following procedure shall apply; provided, that for any person who cannot be subjected to a metal detector search due to a medical condition or device, said person shall automatically be subject to a Step Three pat-down search:

**Step One** – Should the metal detector alarm sound on a person's first attempt to pass through a metal detector, the person will be directed to step aside, re-examine his/her pockets, remove any newly found metal objects from his/her possession into the provided tray or basket, and walk through the metal detector a second time.

**Step Two** – Should the metal detector alarm sound for a second time:

1. The person will be directed to move to an area as directed by the school resource officer or other district personnel conducting the metal detector search.
2. The person will be scanned with a hand-held metal detector/wand.
3. The person will be directed to remove any objects detected by the hand-held metal detector.
4. Following the removal of any items detected by the hand-held metal detector, the person will be directed to walk through the metal detector for a third time.

**Step Three** – Should the alarm sound for a third time:

1. The person will be directed to move to an area as directed by the school resource officer or other district personnel conducting the metal detector search.
2. The person will once again be directed to remove any metal objects contained on his/her person or within his/her pockets.
3. If no objects are produced, the person is escorted aside to an area that is covered by surveillance cameras.
4. In this area, a school resource officer or other district personnel of the same sex will conduct a pat-down search with at least one adult witness also of the same sex present.
5. If the officer feels an object during the pat-down search, the person will be told to remove the object.
6. With the object removed, the person is once again directed to pass through the metal detector.

## **Lost and Found**

There is a lost and found location in the building. Please make every effort to keep account of all belongings. Most items lost are usually lost due to carelessness. Any item left in lost and found for a nine week period will be given to charity.

## **Parent/Teacher Conferences**

A parent/teacher conference can be arranged anytime during the school year. There are also special conferences where all involved instructors may work together with parents to solve problems. These special conferences must occur at designated time periods due to scheduling commitments. Please phone the middle school office at 483-3600 to arrange an appointment.

## **Peer Mediation Program**

This program is available to help students resolve their conflicts before the situation gets too out of control. Disagreements between two students relating to: rumors, teasing, misinformation and friendships can be referred to the Peer Mediation Program by the disputing students, friends, school staff or parents.

## **Possession or Use of Weapons** (*Policy 218.1*)

### **Purpose**

The Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. The Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

### **Definitions**

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury. [\[1\]\[2\]](#)

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on



property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

### **Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[10\]](#)

### **Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[11\]](#)[\[13\]](#)[\[2\]](#)[\[14\]](#)[\[15\]](#)[\[10\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[16\]](#)[\[10\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[13\]](#)[\[10\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

### **Transfer Students**

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)

## **Progress Reports**

Students receive deficiency reports, if warranted, every nine weeks. Deficiency reports are mailed home midway through each nine weeks. These reports make students and parents aware

when there is a danger of failing an individual subject. Parents may also request academic updates every few weeks or when needed through the guidance office. **Your child's Ed-Line account is available.**

## **Public Display of Affection**

Good taste and common sense requires that you do not display any physical affection in the school or on school grounds. Furthermore, most other people find it very embarrassing to be subjected to the public demonstrations of others.

## **Report Cards**

The school year is divided into four (4) nine-week grading periods. Every student will receive at least one report per nine weeks. This report is intended for both the students and parents to acknowledge the student's progress. Report cards are given to students after quarters 1 & 3, while report cards are mailed home after quarters 2 & 4. If a problem exists, students and parents are encouraged to contact the school to arrange a meeting with the teacher and/or guidance counselor. Students who are not doing well in their classes will be given a progress report at the four and one half (4 ½) mark for each nine-week grading period. Parents are encouraged to view their student's grades on a weekly basis on Edline. Parents will receive their log-ins and passwords the first month of school. If you have any questions regarding Edline please contact your student's guidance counselor.

## **Report Cards and Fines**

Report cards will be withheld from the student if said student owes a fine. For example library fine, lost textbook fine, sewing class fine, band fine, etc. Report cards will be withheld until the fine is paid. Fines follow the students' through their school career. A student may not receive a diploma upon graduation if there is an outstanding fine.

## **Retention**

A promotion policy, which is in harmony with modern concepts of secondary education, is one, which has, as its determining criterion, the best interest of the students. It works on the principle that the most important consideration is the long run interest of each individual student. With this primary criterion, promotion or failure is less reward and punishment, and more guidance oriented. Operation from a philosophic base such as this, the promotion policy becomes a question of professional guidance from which each student can profit most.

### **RECOMMENDED RETENTION GUIDELINES**

**Grade 6:** A failing grade in two (2) or more major subjects or one (1) major and two (2) minor subjects. Major subjects are English/Language Arts, Mathematics, Reading, Science and Social Studies.

**Grade 7:** A failing grade in two (2) or more major subjects or one (1) major and two (2) minor subjects. Major subjects are English/Language Arts, Mathematics, Reading, Science and Social Studies.

**Grade 8:** A failing grade in two (2) or more major subjects or one (1) major and two (2) minor subjects. Major subjects are English/Language Arts, Mathematics, Reading, Science and Social Studies. School counselors and the administration evaluate each individual failure. Those items considered for retention or transfer are M.A. (mental age), C.A. (chronological age), physical size, number of previous failures and I.Q.

A letter to the parents will usually follow within 10 days of the school term with the disposition of each case.

## **Rules to Encourage the Development of Student Pride in Themselves in Their School and Their Community**

### **A. Hygiene – Personal**

Students should maintain their clothing, footwear and hair in a clean hygiene condition. If a problem occurs students should remedy the problem once it is brought to their attention, otherwise the parents will be informed to solve the problem.

### **B. Hygiene – School Building and Grounds**

Students are not to cause litter in the building or the surrounding area outside. If a problem occurs students will be asked to clean the area.

### **C. Property Damage**

Students must not damage school property, equipment or facilities through either carelessness or deliberate action.

If a problem occurs the student and his or her parents will assume the financial burden of restoring or replacing the property, equipment or facilities. Parents will be notified in writing and a statement of costs will be forwarded. Further action may be taken at the discretion of the administration.

## **School Guests**

A. Students are not permitted to bring any visitors with them to school or their classroom without prior approval from the principal before arrival.

## **School Information Forms**

School information forms are to be turned into the office in a timely manner. Any student not turning in a school information form may be subject to disciplinary action and possible loss of school activities.

## **School Safety Drills**

House Bill 2087 will require each public school to complete a school security drill annually, defined as “a planned exercise other than a fire or natural disaster drill designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, an armed intruder situation or other violent threat.” The bill would limit the burden placed on public schools by allowing schools to perform the safety and security drill in place of a fire drill, which current law already requires schools to perform monthly. Finally, the legislation would require schools to inform local enforcement and emergency management services of plans to conduct these drills to ensure adequate coordination and input from these entities.

## **Smoking Policy and Procedures** (*Policy 222*)

### **Purpose**

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

### **Definition**

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.[\[1\]](#)

### **Authority**

The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[\[2\]](#)[\[1\]](#)[\[3\]](#)

The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco policy by publishing such policy in the student handbook, parent newsletters, posted notices, Student Conduct and Discipline Code, district website and other efficient methods.

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

## **Guidelines**

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[10\]\[11\]\[12\]\[13\]](#)[9]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [\[12\]\[14\]](#)[9]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students to the Office for Safe Schools on the required form. [\[11\]](#)[9]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine. [\[15\]](#)

## **Electronic cigarettes are prohibited on school property**

### **Special Education Services and Programs Child Find**

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children and to offer assistance to parents.

At the elementary and secondary level, screening information is used by the Building Principal to address the specific needs of the student and/or to document the need for further evaluation. If it is determined that the child may need additional services the child is referred to the Child Study Team. The team includes the guidance counselor, parent, teachers, principal and other professional staff as warranted. The Team will consult and the necessary adjustments relative to such areas as learning, behavior, and physical performance will be attempted to keep the child involved with traditional classroom experiences. If the student does not make progress, parents will be asked to give written permission for multidisciplinary evaluation.

Parents with concerns regarding their student may contact the Building Principal at any time to request a screening or evaluation. The request shall be in writing. If the request is made orally, the parent will be asked to make the request in writing and will be provided with the proper form. Communication with parents and student shall be in English or their native language. For parents with hearing impairment, the school district will provide a person to communicate in sign language.

After the evaluation is completed, and the Evaluation Report (ER) is compiled with parent input and determines if the student has a disability and is in need of special education and related services, an Individual Education Plan (IEP) is developed for those students qualifying for special education services. The IEP Team consists of the following: the parents, the Building Principal/LEA, a special education teacher and a regular education teacher. Other team members may include: the student when appropriate, the school psychologist, public agency representative, other teachers or specialists, other administrative staff, etc. Parents are an integral part of the IEP Team and are encouraged to be physically present at the IEP meeting. The district makes every effort to ensure parent participation. The district notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of parent participation. Parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they agree or disagree. If parents agree, the IEP is implemented.

The content of this notice has been written in English. If a person does not understand any of this notice, or wants further information on screening or evaluation procedures and provision of services to protected handicapped students, he or she should contact the school district's Superintendent, Dr. Ed Zelich by calling 724-483-3509, ext. 1213.

## **Sportsmanship**

Athletic Courtesy – Athletics is part of our school program; therefore, it is the duty of all coaches, participants and spectators to embody these principles in their own actions, and advocate them before others.

1. The rules of the game are to be regarded as mutual agreement, the spirit or letter of which no honorable person would break.
2. No advantages are to be sought over others except those in which the game is understood to show superiority.
3. Unsportsmanlike or unfair means are not to be used even when opponents exercise them.
4. Visiting teams are to be honored guests of the home team, and should be treated as such.
5. No action is to be taken or course of conduct pursued, which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
6. Remember that the coach, player and spectator represent his or her school, community and family.
7. Decisions of the officials are to be abided and respected even when they seem unfair.

The administration and his or her designee reserve the right to administer appropriate disciplinary action for violations of student conduct while participating in and/or attending any extracurricular event.

## **Students and School Property**

Students, not the school, are responsible for their personal property. Therefore, you are cautioned not to bring large amounts of money, or valuables.

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. If you disfigure property, break property, or do other damage to school property or equipment, you will be required to make restitution for the damages.

## **Student Assistance Program** (Policy 236)

### **Purpose**

The Board is committed to assisting all students to achieve to their fullest potential.

### **Definition**

**Student Assistance Program (SAP)** - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.[\[1\]](#)

### **Authority**

The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.[\[2\]\[3\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall develop, implement, maintain and monitor a Student Assistance Program (SAP) that complies with state regulations. **Guidelines**

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.

3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

## Student Valuables

Students are cautioned not to bring large amounts of money, radios, or jewelry to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safe keeping. Do not leave it in your locker. Be extra careful in the gym locker area. This area cannot be supervised as well as the main building. Give all valuables to your gym teacher. Be sure and lock your lockers.

## Tampering with Emergency Equipment

Any student caught tampering with emergency equipment will face disciplinary action and/or a citation.

## Unlawful Harassment/Bullying

**Bullying**, as defined in this policy, refers to direct or indirect action, which may include but is not limited to:

1. *Physical*: hitting, kicking, pushing, shoving, getting another person to hurt someone;
2. *Verbal*: racial slurs, name-calling, teasing, taunting, verbal sexual harassment, gossiping, spreading rumor; or
3. *Non-Verbal*: threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, social media sites such as Facebook and Twitter, blogs, photo and video sharing, chat rooms, bash boards, or websites)

### Purpose (Policy 248)

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Authority Title IX 42 U.S.C. Sec. 1681 43 P.S. Sec. 951 et seq 29 CFR Sec. 1606.8 (a)

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed Reg. 5512 (Jan. 19, 2001)

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

29 CFR Sec. 1604.11 (a)

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

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

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

Delegation of Responsibility Pol. 103

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Assistant to the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

## **Guidelines**

### **Complaint Procedure – Student/Third Party**

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the **initial investigation**

## **Withdrawal From School**

When a student leaves school to attend another educational placement, he or she should “check out correctly”. The student and his or her parent or guardian should report to the middle school office to complete an official withdrawal form. The student will then take the form to his or her teachers to receive a final grade and return all books. All books must be turned into their teachers and all fines must be paid prior to withdrawal. When this form is completed and returned to the middle school office, the student will be officially withdrawn.

## **Title IX**

The Charleroi Area School district is an equal rights and opportunities educational institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, handicap, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

For information regarding (1) civil rights practices, (2) civil rights grievance procedures, (3) district services, activities, and facilities that are accessible to and usable by handicapped persons, and (4) employee or student complaints of harassment or discrimination, contact: Dr.



## **NOTICE OF PRIVACY PRACTICES**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

### **1. Purpose of this Notice:**

Pursuant to the Health Insurance Portability and Accountability Act of 1996, this notice explains how the Charleroi Area School District may use and disclose YOUR PROTECTED HEALTH INFORMATION. This NOTICE describes the types of information that is collected and YOUR rights with regards to that information.

### **2. Definitions:**

As used in this NOTICE the following capitalized terms shall have the meanings ascribed to them unless the context clearly indicates otherwise:

INCLUDES and/or INCLUDING means inclusive of and not limited to and by way of example and not limitation.

“NOTICE” means this Notice of Privacy Practices.

“PROCTED HEALTH INFORMATION: means your individually identifiable health information maintained in any form or medium by the Charleroi Area School District.

PROCTED HEALTH INFORMATION INCLUDES the following: health history; medical records; name, address, and date of birth; marital status; sex; social security number; information regarding dependents, and; other similar information that relates to past, present or future medical care. PROTECTED HEALTH INFORMATION does **not** include individually identifiable health information maintained in education records, as defined by the Family Education Rights and Privacy Act.

“PROVIDER: refers to all employees, agents and subcontractors of the Charleroi Area School District who provide medical care or health services for which the Charleroi Area School District seeks reimbursement through electronic means. For the purposes of this Notice and YOUR rights under the Health Insurance Portability and Accountability Act of 1996, PROVIDER refers to the health care component designated as the PROVIDER by Charleroi Area School District.

“YOU” and “YOUR” refers to the individual whose PROTECTED HEALTH INFORMATION is covered by this NOTICE. In the case of an unemancipated minor, “YOU “ and “YOUR” refer to the unemancipated minor, or the parents or other legal guardians entitled to exercise rights under this NOTICE, as the context requires.

### **3. Permitted Uses and Disclosures of Protected Health Information:**

#### *A. Uses and Disclosures for Treatment:*

The PROVIDER may use or disclose YOUR PROCTED HEALTH INFORMATION without YOUR authorization for all treatment purposes as allowed by law. INCLUDING to doctors, nurses, laboratory technicians, medical students, psychologists, physical therapists, speech therapists, and other health care and personnel involved in YOUR treatment.

#### *B. Uses and Disclosure for Payment:*

The PROVIDER may use and disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for its own payment activities as allowed by law, INCLUDING to obtain reimbursement for eligible medical and health services under the Medical Assistance program.

#### *C. Uses and Disclosures for Operations:*

The PROVIDER may use and disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for all of its own health care operations as allowed by law, INCLUDING the provision of “related services: as required by the individuals with Disabilities Education Act.

### **4. Other Uses and Disclosures for Which Your Authorization is Not Required:**

In the situations described below, Charleroi Area School District may disclose YOUR PROTECTED HEALTH INFORMATION without obtaining YOUR authorization:

- When requested by a public health authority for the purpose of preventing or controlling disease, injury, or disability;
- When requested by a public health authority in connection with reporting of child abuse or neglect;
- To a government authority of the PROVIDER: (1) reasonably believes that YOU may be the victim of abuse, neglect, or domestic violence; (2) is required by law to make the disclosure; (3) YOU are unable to consent to the disclosure; and, (4) the PROVIDER reasonably believes, in the exercise of professional judgment, that informing YOU of the disclosure would place YOU at risk of serious harm;
- To a health oversight agency for oversight activities authorized by law, including; audits; civil, administrative, or criminal investigations; inspections; licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions; or other activities necessary for appropriate oversight of the health care system;
- In response to an order of court or administrative tribunal, but only to the extent required by the order;
- In response to a subpoena, discovery request, or other lawful process, if the requesting party demonstrates that it made a good faith attempt to notify you of the request;
- To a law enforcement official, as required by law, pursuant to a warrant, subpoena, or other administrative summons;
- To a law enforcement official, upon request for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person;
- To a law enforcement official, upon request, for identification of a victim of a crime, where you are unable to consent, where such information is not intended to be used against you, where immediate law enforcement activity depends upon the disclosure, and where the PROVIDER determines that it is in YOUR best interest to make the disclosure;
- To a law enforcement official, for the purpose of alerting law enforcement of the death of the individual if the PROVIDER has a suspicion that such death may have resulted from criminal conduct;
- To a law enforcement official, where the PROVIDER believes in good faith that the protected health information constitutes evidence of criminal conduct that occurred on the premises of the Charleroi Area School District;
- To a law enforcement official to avert a serious threat to health and safety;
- To a coroner, medical examiner or funeral director as required by, or consistent with, applicable law;
- To organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaveric organs, eyes, or tissue for the purpose of facilitating organ, eye, or tissue donation and transplantation;
- To military, national security, and intelligence officials, as required by law.

## **5. Statement of Privacy Policy and Practices:**

It is the policy and practice of the Charleroi Area School District to maintain YOUR PROTECTED HEALTH INFORMATION confidential and to not use or disclose YOUR PROTECTED HEALTH INFORMATION unless YOU authorize such use or disclosure, or such use or disclosure is permitted or required by law as described in the “Permitted Uses and Disclosures of Protected Health Information.” Any use or disclosure of YOUR PROTECTED HEALTH INFORMATION by the Charleroi Area School District other than as listed in the “Permitted Uses and Disclosures of Protected Health Information: or “Other Uses and Disclosures for Which Your Authorization is Not Required: sections of this NOTICE will only be made with YOUR prior written authorization. In situations where YOU authorize the Charleroi Area School District to disclose YOUR PROTECTED HEALTH INFORMATION, YOU may revoke that authorization. Such revocation must be in writing to the Contact Person designated in this NOTICE. If YOU provide proper written notice of revocation of authorization, the Charleroi Area School District is bound by that revocation except to the extent that it has acted in reliance on the authorization.

The Charleroi Area School District has adopted appropriate administrative, technical, and physical safeguards to prevent unauthorized uses and disclosures of YOUR PROTECTED HEALTH INFORMATION.

## **6. Your Rights Under the Health Insurance Portability and Accountability Act of 1996:**

A. *Restrictions.* YOU have the right to request restrictions on how the PROVIDER uses or discloses YOUR PROTECTED HEALTH INFORMATION. Such requests must be in writing to the Contact Person designated in this NOTICE. The Charleroi Area School District is not bound by YOUR request, and may refuse to accept the requested restriction. If the Charleroi Area School District agrees to YOUR request for a restriction, the Charleroi Area School District will notify You in writing of its acceptance of the restriction.

B. *Communication.* YOU may request to receive communications of YOUR PROTECTED HEALTH INFORMATION by reasonable alternative means or at reasonable alternative locations, if disclosure of all or part of that information could endanger YOU. Such request must be made in writing to the Contact Person designated in this NOTICE, must specify how the alternative communication is to be made, and must explain that the reasonable alternative means or reasonable alternative locations are requested because disclosure of all or part of the information could endanger YOU.

C. *Right to Inspect.* YOU have the right to inspect and/or copy YOUR PROTECTED HEALTH INFORMATION that is maintained in a designated record set by the Charleroi Area School District. A request to inspect or copy must be made in writing to the Contact Person designated in this NOTICE. The Charleroi Area School District will act on YOUR request within 30 days of receipt. If the Charleroi Area School District grants YOUR request, YOU may be charged a reasonable fee for copying and postage. If the Charleroi Area School District denies YOUR request, the Charleroi Area School District will inform YOU in writing and will explain how YOU may contest the denial.

D. *Right to Amend.* YOU have the right to request an amendment of YOUR PROTECTED HEALTH INFORMATION maintained by the Charleroi Area School District. A request for an amendment of YOUR PROTECTED HEALTH INFORMATION must be made in writing to the Contact Person designated in this NOTICE and must explain in sufficient detail the reason for the amendment. The Charleroi Area School District will act on the request for amendment, the Charleroi Area School District will inform YOU in writing of the denial and will explain how YOU may contest the denial.

E. *Right to An Accounting.* YOU have the right to request an accounting of all disclosures by the Charleroi Area School District of YOUR PROTECTED HEALTH INFORMATION in the six years prior to the date on which the accounting is requested, or since April 14, 2004, whichever period is shorter. A request for an accounting must be made in writing to the Contact Person designated in this NOTICE. The Charleroi Area School District will provide an accounting of all disclosures of YOUR PROTECTED HEALTH INFORMATION, except those that it is not required by law to disclose.

F. *Right to receipt of this Notice.* YOU have the right to receive a written copy of this NOTICE by requesting a copy from the Contact Person designated in this NOTICE.

## **7. Duties**

The Charleroi Area School District is required by law to maintain the privacy of YOUR PROTECTED HEALTH INFORMATION and to provide individuals with notice of its legal duties and privacy practices with respect of the NOTICE in effect at the time action is taken.

## **8. Right to Change Notice.**

The Charleroi Area School District reserves the right to change the terms of its NOTICE and to make the new NOTICE provisions effective for all YOUR PROTECTED HEALTH INFORMATION that it maintains. If the Charleroi Area School District revises its NOTICE in any substantive manner, the Charleroi Area School District will notify YOU by regular mail of the revision. YOU may obtain a copy of the revised NOTICE by requesting it from the Contact Person designated in this NOTICE.

## **9. Complaint Procedure.**

You may complain to the Contact Person and to the Secretary of the United States Department of Health and Human Services if you believe that the Charleroi Area School District has

violated your privacy rights. If you wish to initiate a complaint with the Charleroi Area School District, you may do so by writing to the Contact Person designated in this notice, stating the grounds for your complaint and the individual(s) or entity(ies) that you believe violated your privacy rights. The Contact Person will investigate your complaint and will take appropriate action.

The Charleroi Area School District will not retaliate against you for filing a complaint, either with or with the Secretary of the United States Department of Health and Human Services.

#### **10. Contact Person.**

The Contact Person for the Charleroi Area School District designated by this NOTICE is: Dr. Ed Zelich, Superintendent.

#### **11. Effective Date.--**The effective date of this NOTICE is April 14, 2004.

### **NOTICE OF IDENTITY OF PRIVACY OFFICER AND CONTACT PERSON**

If you have a question about your rights to the privacy of your medical records maintained in this office or have a complaint about this school district's maintenance of your medical privacy, please contact our Privacy Officer/Contact Person.

That Designated Privacy Officer and Contact Person for this school district is:

Dr. Ed Zelich, Superintendent  
Privacy Officer and Contact Person  
Phone: 724-483-3509 ext. 1213

We promise to address any privacy concerns you might have promptly and with your right to medical privacy in mind. If you want to speak personally with our Privacy Officer/Contact person while visiting our offices, please make your request with our receptionist.

Charleroi Area School District

#### **Right to Know**

##### **Regulations 200.61**

The Charleroi Area School District receives Title I funding and is under the regulations of the "No Child Left Behind Act" (NCLB) that was signed into law by President Bush on

January 8, 2002.

NCLB requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under NCLB, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by a paraprofessional and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact me at 724-483-3509, ext. 1213 or for a written request, please attention the letter to me and mail it to 125 Fecsen Drive, Charleroi, PA 15022.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

Dr. Ed Zelich ~ Superintendent of Schools



**Charleroi Area Middle School**  
**Remote Learning Addendum to the Student Handbook**  
2020-2021

When in a remote learning environment, students are expected to adhere to the policies outlined by the Student Handbook. The following addendum addresses additional expectations and responsibilities pertaining to remote learning.

***Attendance***

Student attendance is extremely important in the educational process. During remote learning, students **MUST** log into Google Classroom Homeroom each day that school is in session. If the student skips logging into Homeroom, it is the equivalent of skipping or arriving late to homeroom at a brick and mortar school and not checking in with the office before heading off to class. Official Attendance will need to be taken by 3PM and will be documented. Students are expected to comply with the PA compulsory attendance policy found on page 12 of the Student Handbook.

***Student Behavioral Expectations***

Video conferencing and live group chat sessions are essential components of the remote learning process. During these sessions, students are required to adhere to school policies pertaining to appropriate student behavior.

Students are to behave online as they would in a regular classroom. Additionally, the following “Netiquette” guidelines apply:

- Dress appropriately.
- Be mindful of inappropriate surroundings or potential interruptions of the online session.
- Sessions are intended for the learners in the particular class and should not include individuals who are not a part of the regular group.
- Be polite, respectful and tolerant of views expressed by others.
  - In the online environment you may feel anonymous. Remember that there are real people reading your messages and seeing your image on the screen.
  - When reacting to someone else’s message, address the ideas, not the person.
  - Avoid using sarcasm and do not include any obscenities in your messages. Remember that online communication is absent of emotion and others may not know how to take a particular comment. Please word your communications carefully.
  - Think carefully about what you write about others. Always assume that your messages will be forwarded. Do not write anything that you would not broadcast to the entire class.

***Student Academic Expectations***

The Charleroi Area School District understands that online education is challenging and rigorous. We want our students to succeed in any classroom setting and strive to provide additional support for our students. However, it is very important that students take an active role and responsibility for success in this platform.

Students need to:

1. Communicate regularly with the classroom teacher and other staff members. All school employees have an official Charleroi email account and check email regularly. (firstnamelastname@charleroisd.org)
2. Check email (both in-box and junk mail) and visit the Google Classrooms daily to make sure that you have the most up-to-date information.
3. Act with academic honesty and integrity. The school staff will investigate any suspicions of academic dishonesty including, but not limited to, plagiarism, collusion, and/or any other form of cheating.
4. Meet course deadlines and ask for help in a timely manner. Do not wait until the last minute to email your teacher for help.
5. Be aware of course and teacher expectations and grading policies. Utilize teacher office hours to get help and ask questions.

### ***Parental Responsibilities***

Parent involvement is the key for student success in any school learning environment. Email will be utilized, as the initial and primary, form of communication. ALL parents should have an email account and check it regularly. Please communicate with your child's teacher and school staff members in order to ensure that your student is participating regularly.

Parents should become familiar with Google Classroom and the Google platform (parent guide is included). This platform is used for remote learning throughout the Charleroi Area School District. Trust your children when they say "I finished my work for the week;" but verify that they actually completed and submitted their work.

Edmentum has a great article for parents explaining how parents can support their students during remote learning. Experts suggest that parents do these five things to support their students:

1. Build a schedule.
2. Model hard work and persistence.
3. Set up a designated workspace.
4. Get to know the online learning platform.
5. Stay in communication with your student's teacher.

The entire article can be found at <https://blog.edmentum.com>.