



Commitment to Excellence

Canon-McMillan School District

Canon-McMillan High School

Student Handbook

2022-2023

Welcome to the 2022-2023 School Year

Although I'm sure all of us are sad to see summer on its way out, each of us should be excited about the start of a new school year. For the freshmen this will be the beginning of a new experience, a career as a high school student. For sophomores and juniors, this school year will afford them a continuation in their high school careers and an opportunity to further experience life as a "Big Mac." As for the seniors, this school year will be the conclusion of their high school experience which will hopefully lead to the fulfillment of their goals and dreams.

Regardless of where you are in your high school experience, this new school year gives you the opportunity to work on your legacy as a student of Canon-McMillan High School. Fully take advantage of the many opportunities afforded to you during this new year. Build on the successes that you have already established. Take advantage of opportunities to improve in areas in which you have not had the success you have desired. Create new successes!

Know that you will never be alone during your high school experience. I, along with my fellow administrators, our dedicated teaching staff, our caring counselors, and our dedicated support staff, will be with you every step of the way. Also know that we work at CMHS by choice. We want to be here. We want to work with you, to guide you, to teach you, to help you create the legacy you desire.

We are looking forward to guiding the freshmen in a positive direction as they begin their high school careers, to continue to support the sophomores and juniors as they continue their CMHS experience, and to aid and counsel the seniors as they conclude their high school experience with a "Big Mac" legacy that will lead them to their futures.

"As always: Go Big Macs!"

Ken Crowley
Building Principal

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REGULAR SCHEDULE

Student Entry/Breakfast	7:30
Warning Bell	7:42
Period 1	7:45 - 8:30
Period 2	8:34 - 9:16
Period 3	9:20 - 10:02
Period 4*	10:06 - 10:48
Period 5*	10:52 - 11:34
Period 6*	11:38 - 12:20
Period 7*	12:24 - 1:06
Period 8	1:10 - 1:52
Period 9	1:56 - 2:40

2-HOUR EARLY DISMISSAL SCHEDULE

Student Entry/Breakfast	7:30
Warning Bell	7:42
Period 1	7:45 - 8:15
Period 2	8:19 - 8:48
Period 3	8:52 - 9:21
Period 4*	9:25 - 9:54
Period 5*	9:58 - 10:27
Period 6*	10:31 - 11:00
Period 7*	11:04 - 11:33
Period 8	11:37 - 12:06
Period 9	12:10 - 12:40

2-HOUR DELAY SCHEDULE

Student Entry/Breakfast	9:30
Warning Bell	9:42
Period 1	9:45 - 10:15
Period 2	10:19 - 10:48
Period 3	10:52 - 11:21
Period 4*	11:25 - 11:54
Period 5*	11:58 - 12:27
Period 6*	12:31 - 1:00
Period 7*	1:04 - 1:33
Period 8	1:37 - 2:06
Period 9	2:10 - 2:40

1- HOUR DELAY SCHEDULE

Student Entry/Breakfast	8:30
Warning Bell	8:42
Period 1	8:45 - 9:21
Period 2	9:24-10:01
Period 3	10:05 - 10:41
Period 4*	10:45 - 11:21
Period 5*	11:25 - 12:01
Period 6*	12:05 - 12:41
Period 7*	12:45 - 1:21
Period 8	1:25 - 2:01
Period 9	2:06 - 2:40

****Denotes lunch period***

CANON-MCMILLAN HIGH SCHOOL DIRECTORY

Administrative Office: 724-745-1400.....724-745-2258 - fax

Mr. Ken Crowley, *Principal* (x 5014)
Ms. Brittany Taylor, *Assistant Principal* (x 5004)
Mr. Thomas Orr, *Assistant Principal* (x 5010)
Ms. Jenna Handra, *Assistant Principal* (x 5003)
Mrs. Denielle Bickmeier, *Secretary* (x 5000)
Ms. Heather Dorrance, *Secretary* (x 5001)

Athletic Office: 724-745-1402.....724-745-2258 - fax

Mr. Frank Vulcano, *Athletic Director* (x 5006)
Mr. Mike Evans, *Assoc. Athletic Director* (x 5002)
Mrs. Jacky Jacoby, *Secretary* (x 5007)

Office of Student Affairs: 724-873-5170.....724-745-4490 - fax

Mrs. Marijke Lucia, *Secretary* (x 5009)

School Counseling Office: 724-873-5166.....724-873-5173 - fax

Mrs. Karen Rubican, *Counselor A-C* (x 5022)
Mrs. Susan Humbertson, *Counselor D-Hn* (x 5020)
Ms. Nadia Abbondanza, *Counselor Ho-Me* (x 5027)
Mrs. Kathleen Sharkady, *Counselor Mi-Sc* (x 5023)
Ms. Molly Nuri, *Counselor Se-Z* (x 5021)
Ms. Michelle Wrubleski, *Secretary* (x 5019)

Library Media Center: 724-745-1400

Mrs. Julie Shuman, *Media Center Specialist* (x 5243)

School Nurse: 724-873-5157

Mrs. Kristen Speer, *RN* (x 5013)

Safety and Security Hotline: 724-873-5244

Safe2Say: 1-844-723-2729

<https://www.safe2saypa.org/>

CANON-MCMILLAN ALMA MATER

*Our Blue and Gold forever,
As we stand together
We sing your praises loudly,
Our Alma Mater dear.
To you we will be loyal,
High upon the hill.
Big Mac, we give our love to thee,
All through the years.*

CANON-MCMILLAN MISSION

The mission of the Canon-McMillan School District, in partnership with the community, is to invest in our greatest resource, our students. We strive to teach, challenge and support all students to prepare them for college and careers with the information and skills necessary to compete, achieve, and serve as leaders in a global economy as ethical and responsible citizens.

CANON-MCMILLAN BELIEFS

The following shared values are embodied within the philosophies and practices of the Canon-McMillan School District:

- the engagement of students with progressive and comprehensive student-centered learning experiences
- the execution of rigorous and relevant standards-based curricula
- the integration of data-informed expectations and applications
- the empowerment of future generations of citizens to serve as active and ethical participants in the social, economic and political fabric of their community
- the development of caring and empathetic citizens of good character
- the engagement of our community in the integration of our resources for high levels of student achievement in school and beyond

The Canon-McMillan School District is committed to affirmative action to assure equal opportunity for all persons regardless of race, color, religion, national origin, ancestry, sex, or handicap.

INTRODUCTION

This handbook is meant to serve as a summary of policies, procedures, practices, rules, and regulations commonly applicable to students at Canon-McMillan High School. It is not intended to be all inclusive; furthermore, its contents may be subject to change.

The student handbook is revised and updated each year. However, throughout the year circumstances may

necessitate additions, changes, and/or adaptations. When possible, students will be made aware of these modifications through announcements. School authorities reserve the right, however, to make decisions, with or without notice, regarding the health, safety, well-being, and protection of students, staff, visitors, and property.

It is the responsibility of each student to thoroughly read the handbook and become familiar with its content. Additionally, parents and guardians are expected to read the handbook, discuss it with their student and sign and return the acknowledgement sheet found at the back of this handbook. Failure on the part of the student and/or parent or guardian to read the handbook does not excuse the student from following policies, procedures, practices, rules, and regulations.

If questions or concerns in regard to its content arise, contact a member of the high school administration or a member of the school counseling office.

ALICE

The Canon-McMillan School District takes pride in ensuring and providing a safe and secure learning environment for our students; therefore, we utilize the ALICE Program and Training. Students are trained on safety procedures to follow in order to safely evacuate the High School as well as barricade and lockdown procedures. These skills are practiced through drills and scenarios.

You are encouraged to talk to your child about the importance of the ALICE training and the integral role that our students play in our school's safety. For some students practicing drills can initiate fear and worry, and for this reason, it is very important to open and maintain a dialogue with your child about the importance of the ALICE training and being prepared.

Please keep a few things in mind when discussing school safety with your child:

- Remind them that practicing these drills is another means to ensure their safety.
- Listen to their concerns. School violence is scary; providing a safe space to talk about their feelings can help ease their worries and fears.

While it is our hope that a real emergency never occurs, these procedures are an effective way to ensure that students and staff know and can follow the appropriate procedures in an emergency situation.

Our students are encouraged to report any safety concerns to Administration, or another trusted adult in the building. We also encourage the use of the Safe2Say system in regard to threats to school safety. If you see something, something, say something.

You can find additional information about ALICE by going to their website at <https://www.alicetraining.com>.

You can use the following website to report any suspicious information <https://www.safe2saypa.org/>.

ATHLETIC ELIGIBILITY AND EXPECTATIONS POLICY #123

The Board has enacted eligibility standards for interscholastic athletes. These eligibility standards are based on students' maintaining a required cumulative grade point average, good attendance, that they have a doctor's certificate on file, and that parent/guardian consent is on file with the Athletic Director. Student athletes are expected to meet the district's eligibility requirements, follow district policies for academics, attendance, and the Canon-McMillan School District's Code of Conduct.

Athletic Eligibility and Expectations: As per the Athletic Eligibility and Expectations Policy, any student is eligible to compete in interscholastic sports if the student athlete:

1. Has a cumulative grade point average of 2.0 or better in the equivalent of four (4) full credit major subjects during the preceding nine weeks and the time of participation. For fall athletes this means the final quarter of the preceding year.
2. Maintains a passing grade in at least the equivalent of four (4) full credit subjects during the preceding nine weeks and the time of participation.
3. Has not attained the age of nineteen prior to July 1.
4. Has not missed twenty (20) or more school days during the current school year (School District Student Attendance Policy #204).
5. Has had a physical and his/her parent's consent on file with the athletic director.

Student Athlete Expectations:

1. Student athletes must meet the eligibility requirements of the district.
2. Student athletes must follow all attendance policies, meet academic requirements, and abide by the Canon-McMillan Student Code of Conduct.
3. Student athletes must meet all requirements of the WPIAL and PIAA.
4. Student athletes must demonstrate true sportsmanship and accept victory and defeat.
5. Student athletes must respect the property and facilities of their school as well as others.
6. Student athletes must display self discipline, respect authority and place team goals above personal objectives.
7. Student athletes must establish goals and strive to reach them.

Disciplinary offenses will adversely affect a student's eligibility to participate in athletic activities.

The Athletic Department will utilize Power School to run eligibility reports on a weekly basis.

Students must be present a minimum of 3½ consecutive hours during a school day in order to be eligible to participate in after school athletic activities and/or contests including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

ATTENDANCE PRACTICE AND POLICY #204

The ALERT Now system notifies parents and guardians of daily absences and late arrivals to school. Parents and guardians have access to their student's attendance record via PowerSchool. Please note that when viewing a student's attendance record, every absence is first recorded as an illegal/unexcused absence. It is the parent's responsibility to submit a legal excuse within three (3) school days of their student's return to school. The absence remains illegal/unexcused if the student does not provide a legal excuse within the three (3) day window.

Blackboard Connect

Blackboard Connect is a system used to notify parents and guardians of daily absences and late arrivals to school. Calls are generated on a daily basis by the Alert Now system to remind/inform parents that their students were either absent or tardy.

Accepted Excuse Forms

It is preferred that excuses be submitted via:

- [Excuse Form \(full day\)](#)
- A written excuse that contains the following information:
 - Student's first and last name
 - Date(s) of absence
 - Reason for absence (see list of reasonable/legal cause for absence)
 - Parent/Guardian's signature

It is the responsibility of the parent or guardian to fill out the online form or a written excuse including the information listed above and email it to luciam@cmsd.k12.pa.us or return the written excuse to the Office of Student Affairs within the three (3) days which follow the absence. Excuses will be tabulated several times throughout the day and entered into PowerSchool.

Early Arrival

The building will not be open to students until 7:00am. Students arriving at school prior to 7:30 AM must wait in the cafeteria or the atrium until the 7:30 AM bell rings. No student is to be in any other area of the building before 7:30 AM without a written pass from a teacher. The student must obtain this pass the previous day.

Once a student has arrived, he/she may not leave school grounds unless granted an early dismissal or permission from a school official.

Unexcused Absences

An absence without a legal excuse is considered an **unexcused absence**.

Students who are marked "IUn" or "TUn" after the given time period to turn in an excuse, will receive a zero for all assigned work or tests that the student was responsible for on the day they were marked as "IUn" or "TUn".

As per district policy, absences are considered unexcused/illegal if the district does not receive a legal excuse explaining the absence submitted within three (3) school days of the student's return from the absence.

Illegal Absences

An **illegal absence** is a type of unexcused absence. As per state guidelines, all students are required by law to attend school. Any student who has an unexcused absence is also illegally absent by state law. See [Article XIII, Section 1341 of The Public School Code](#).

An accumulation of illegal absences may result in a referral to TIPP and SAIP truancy prevention programs to assist families and students with addressing the root causes of truancy. Please contact your student's school counselor for more information.

Should the student/family not follow through with the services, the district's attendance officer will cite the student's parent/guardian. This citation will then, in turn, result in a hearing in front of the local magistrate.

Pre-Approved Trips

The pre-approved educational trip form is available on the High School website under "School Links" or by clicking [here](#). This form must be submitted no later than two weeks prior to the start of your trip. ***Please note that students will only be given one day, for each day they are absent, to make up their work, and they are highly encouraged to make arrangements for their work prior to their trip.***

Attendance Procedures

There are limitations to the number of days a student may be absent regardless whether the days of absences are excused, unexcused, or illegal:

DAYS OF ABSENCE (ANY REASON)	PROCEDURE
5	Courtesy letter will be sent home
10	Letter will be sent home informing parents of the absences
15	"All absences beyond (15) cumulative days shall require an excuse from a licensed physician" (Policy 204). Otherwise, the absence(s) will be considered unexcused/illegal

DAYS OF ABSENCE (UNEXCUSED/ILLEGAL)	PROCEDURE
3	Disciplinary action; letter sent home upon the third illegal/unexcused absence; TIPP referral
6	Disciplinary action; letter sent home upon the sixth illegal/unexcused absence; TIPP program referral; possible citation and/or CYS referral
9	Disciplinary action; letter sent home upon the ninth illegal/unexcused absence; citation and/or CYS referral
14	Disciplinary action; letter sent home upon the fourteenth

	illegal/unexcused absence; citation and/or CYS referral; extracurricular exclusion warning; parent meeting
20+	Disciplinary action; parent meeting; min. of a 45 day extracurricular exclusion

Daily Attendance Procedures

Entering the Building: Two entrances to the building are open each morning: the entrance near the Main Office and the entrance near the Guidance Office. All school buses will arrive at the main entrance. Students arriving to school by way of school bus are to immediately enter the building from their buses through the Main Entrance. Those who provide their own transportation must enter the building immediately upon arriving on school grounds and must enter through the Main Entrance or Guidance Entrance.

7:30 AM Bell: Students are not permitted to go to their lockers or to their classrooms until 7:30 AM. Students arriving prior to that time must wait in the lobby areas of the entrances, the atrium, or in the cafeteria where they may purchase breakfast. At 7:30 AM a bell will sound indicating that students are permitted to go to their lockers and to their classrooms.

7:42 AM Warning Bell: A warning bell rings at 7:42 AM. This bell alerts students that they have only three minutes remaining to get to their assigned areas and be in their seats. Students are to clear the halls at the sound of this bell and report directly to their first period classrooms.

7:45 AM Late Bell: At 7:45 AM the late bell rings signifying the beginning of the first class period and the beginning of the school day. All students should be seated in their first period classes at this time. The 7:45 AM bell also indicates that all entrances into the building are locked. Students wishing to enter the building after 7:45 AM must enter through the Main Office entrance where they will be “buzzed in” by a member of the staff. Upon entering the school, late students must **immediately** report to the Office of Student Affairs where they will be issued late slips granting them admission to their classes.

7:45 AM – 2:40 PM Class Periods: There are 9 periods in the high school day. The length and order of these periods is dictated by which of the four possible schedules is being used: “Regular Schedule,” “Two Hour Delay Schedule,” “One Hour Delay Schedule,” “Early Dismissal Schedule,” or “PM Assembly Schedule.”

2:40 PM Student Dismissal: Dismissal is at 2:40 PM. Buses to take students home are lined up outside the Main Office Entrance. In addition, two “runs” are made to take students home. The first run of buses taking students home leaves at approximately 2:46 PM. Those students riding buses in the second run must wait on school grounds in the appropriate supervised areas until the second run of buses arrives at approximately 2:55 PM. These buses leave as soon as they are loaded. To ensure transportation home, it is imperative that each student knows his/ her bus run and where the bus is located.

Early Dismissals

To ensure the safety of our students and to maintain accurate attendance records, all parents must *follow this procedure to acquire an early dismissal from school:*

- [Early Dismissal Form](#)
- A written excuse that contains the following information:
 - Student’s first and last name

- Date of early dismissal
- Reason for early dismissal
- Parent/Guardian’s signature

It is the responsibility of the parent or guardian to fill out the online form or a written excuse including the information listed above and email it to luciam@cmsd.k12.pa.us or return the early dismissal excuse to the Office of Student Affairs prior to 9:00 AM.

Any early dismissal request received after 9:00 AM will be addressed on a first come, first served basis and require at least thirty minutes of advance notice.

In case of an emergency, a parent/guardian should not contact Student Affairs, but should report directly to the Main Office so we can get your student out of class immediately.

Parent(s)/Guardian(s) are encouraged to schedule appointments outside of school hours.

The parent/guardian then must call the secretary in the Office of Student Affairs at 724-745-1400 ext. 5009 to verify the request for early dismissal. To avoid confusion and/or delay, confirming calls should be made no later than 9:00 AM on the day of the early dismissal. No early dismissal passes will be issued without both written and verbal confirmation.

Early Dismissal Penalties

Early Dismissal	PENALTY (per year)
1-12	No penalty if appropriate early dismissal protocol is followed; letter sent home following 10th early dismissal
13	1 day of after school detention; parent conference with school counselor
14	2 days of after school detention
15	3 days of after school detention; revocation of student parking pass
16	1 day of in-school suspension
17	2 days of in-school suspension; parent meeting
18	3 days of in-school suspension
19	4 days of in-school suspension; up to 45 days of extracurricular exclusion
20	5 days of in-school suspension

Late Arrivals

Not being appropriately seated in the assigned classroom when the 7:45 AM late bell has rung is considered a late arrival to school. Furthermore, students are either considered present, late to school, or absent. **There are no half days of absence.**

A doctor’s excuse or parent note exempts a student from penalties if presented when entering the building. Each student is given 4 parent notes per semester. Medical documentation is required upon the 5th tardy or the tardy will remain unexcused. Excuses can be presented via the following:

- [Tardiness Form](#)
- A written excuse that contains the following information:
 - Student’s first and last name

- Date of tardy
- Reason for tardy
- Parent/Guardian's signature

Students who are marked "IUn" or "TUn" after the given time period to turn in an excuse, should receive a zero for all assigned work or tests that the student was responsible for on the day they were marked as "IUn" or "TUn" during your class period.

- Students arriving at school after 7:45 AM have been marked absent. Students wishing to enter the building after 7:45 AM must enter through the Main Office entrance where they will be "buzzed in" by a member of the staff.
- They must then immediately report to the Office of Student Affairs in order to have their attendance updated.
- The Student Affairs Office will issue a late slip to the student and record the late arrival. Students must report directly to class and present the late slip to the class that they are entering.
- If late arrival is due to a doctor or dentist appointment, the student must present the doctor's excuse to the Office of Student Affairs upon entering in order to be exempt from being marked as tardy unexcused (TUn.) If a note is not provided, the student will receive an unexcused tardy.
- **Note:** Students must be present a minimum of 3 ½ consecutive hours during a school day in order to be eligible to participate in after school extracurricular activities and/or events, including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

Late Arrival Penalties

A doctor's excuse exempts students from penalties if presented when they enter the building.

Late	PENALTY (per semester)
1 - 4	No penalty with appropriate parent/guardian excuse; letter sent home following 3rd late arrival
5	1 day of after-school detention
9	2 days of after-school detention
13	1 day of in-school suspension; parent conference; potential revocation of parking pass
17	2 days of in-school suspension; up to 45 days of extracurricular exclusion; revocation of parking pass
20+	Additional days of in-school suspension, meeting with parent/guardian, and loss of all privileges (including but not limited to): PIAA (sports), clubs/activities and intramural sports, field trips, dances/social events, parking/driving privileges, prom, all senior activities and privileges including commencement

Class Attendance

- Students must report to their assigned classes.
- Students must always be under the supervision of a professional staff member.
- It is the responsibility of students to arrive at school and classes on time, to keep track of their attendance for each class, to monitor their early dismissals, and to be in class unless called for or unless being attended to by the nurse.
- Students should not use the restroom during the first and last 5 minutes of class. Students should

use the allotted time between class periods for restroom breaks. The first and last five minutes of class is critical for your student to actively participate in the educational environment.

- A student may not opt to go to the library, the restroom, a locker room, another class, etc. in place of attending an assigned class (including study halls) *without prior permission* of the faculty member to whose class the student is assigned. Should a student report to another class during their regularly scheduled class, the student must obtain a pass from the teacher to whose room they are reporting.
- A staff member or administrator should always have knowledge of the location of the student.
- If a student becomes ill between classes, *the student must immediately report to the nurse's office. Recuperating unsupervised in a restroom, or any other location, is not an acceptable excuse for missing a class and/or for being out of area.*
- Students who "cut" class will be subject to disciplinary action and may lose other privileges. In addition, **a student is not permitted to receive credit for any work, including tests missed, because of an absence due to a class cut.** If the work or test is made up before the class cut is detected, no credit will be given.
- Students who are marked "IUn" or "TUn" after the time period to turn in an excuse should receive a zero for all assigned work or tests that the student was responsible for on the day they were marked an "IUn" or "TUn" during your class period.

Late to Class

A student arriving late to a class period from a previous class period is considered "late to class." Adequate time is provided between classes to allow for movement from one class to the next. Students will be considered late if they arrive at class within five minutes of the start of the period. ***Students are responsible for arriving to all classes on time including lunch and study halls.***

- The office does not issue late slips to students who are late to class.
- Students late to class are admitted into the class by the classroom teacher who records the late and takes the appropriate action as per the building late penalties.
- The classroom teacher will assign after school detention to students who are late a third, fourth, and fifth time.
- By way of a misconduct report, the teacher will immediately report the sixth and any subsequent incidents of lateness to class to the Office of Student Affairs.
- Being late to class more than a few minutes is considered "out of area" or "cutting class."

Late to Class Penalties

Late	PENALTY (per semester)
1-2	No penalty/warning
3-5	After-school detention issued each time by the classroom teacher
6-8	Disciplinary referral made by teacher; in-school suspension issued each time by Administration; parent conference after 8 tardies to class
9	Potential administrative removal/up to 45 days of extracurricular exclusion

DISCIPLINE CODE

In accordance with The Pennsylvania Code, Canon-McMillan students are expected to behave in a manner which indicates that they "share with the administration and faculty a responsibility to develop a climate

within the school that is conducive to wholesome learning and living.”

No student has the right to interfere with the education of other students. It is the responsibility of every student to respect the rights of teachers, other students, administrators, and everyone involved in the operation of the school. Students who disrupt the learning process or behave in a manner which is detrimental to the orderly operation of the school will be subject to disciplinary actions.

The employees of Canon-McMillan School District have a responsibility to maintain an orderly educational environment. In order to carry out this responsibility, they have the authority to make requests and correct the behavior of students when the need arises. Students have an obligation to comply with all requests from any and all school personnel. Any student behavior, including disrespect which undermines the authority of school personnel, will not be tolerated.

Less serious acts of inappropriate behavior are considered Level I misconducts and are usually handled by the classroom teacher. More serious acts of inappropriate behavior are classified as either Level II, III, or IV misconducts. Level II, III, and IV misconducts are referred to and handled by the administration.

The levels of offenses are outlined below for your reference. The examples and responses are not intended to be inclusive.

Levels of Offenses

Discipline Response - Level I: Level I misconduct involves minor behavior problems that must be addressed to ensure the orderly operation of the classroom, school, and/or school-sponsored activities. All level I infractions will be handled by teacher classroom rules. Building level administration will not be involved in Level I discipline offenses.

OFFENSES

- Breaking minor classroom rules (first three offenses must be handled under the respective teacher’s classroom management plan)
- Cheating/plagiarism (first offense) **see Academic Integrity/Misconduct section of handbook*
- Cutting class (first offense)
- Minor defacing of school property in a classroom
- Minor disrespect to fellow students
- Minor disruptive behaviors
- Minor technology violation
- Possession of any item that distracts from education
- Tardiness to class (first three offenses will be handled under the respective teacher’s classroom management plan)
- Throwing objects

Any other offense that detracts from a student’s ability to learn or a teacher’s ability to teach in the classroom setting. The examples and responses are not intended to be inclusive.

PROCEDURES

- There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
- A proper and accurate record of the offense and disciplinary action is maintained by the staff

member.

- The staff member may wish to discuss the behavior with the administrators and/or appropriate support personnel.
- Teachers will communicate through email or phone conversation with the parents regarding the classroom incident.

POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Verbal reprimand
- Teacher-student conference
- Teacher communication with parent/guardian
- Assigned seat
- Withdrawal of privileges
- After-school detention
- Parent/guardian conference
- Referral to counselor

Discipline Response - Level II: Level II misconduct involves behavior that is repetitious, or serious enough to disrupt the learning climate of the school or school-sponsored activity. Level II offenses are referred to building level administration and will be handled according to this Discipline Code.

OFFENSES

- Behavior or language detrimental to the orderly operation of the school programs and/or activities
- Bus misconduct
- Cheating/plagiarism (second offense) *see *Academic Integrity/Misconduct section of handbook*
- Continuation or increased severity of Level I offenses
- Engaging in bullying or harassment or knowingly making false statements or submitting false information during a bullying or harassment investigation or Title IX grievance process
- Gambling
- Inappropriate verbal or written communication
- Insubordination
- Lying/Forgery
- Minor disrespect to a school employee
- Misconduct during school-sponsored activities
- Possession of inappropriate material
- Repeated tardiness to school, truancy or excessive absences, cutting class
- Safety violation
- Technology violation/Acceptable Use
- Theft
- Unauthorized publication or posting of materials through the use of electronic devices
- Use of discriminatory language

Any other minor offense that detracts from a student's ability to learn or a teacher's ability to teach in the classroom setting. The examples and responses are not intended to be inclusive.

PROCEDURES

- The student is referred to the administration for appropriate disciplinary action.
- The teacher is informed of the administrator's action.
- Parents/Guardians are notified of student's misconduct.
- A proper and accurate record of the offense and disciplinary action is maintained by the administrator.
- If/when a student exhausts the discipline matrix, progressive discipline will be applied.

POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Verbal reprimand by administration
- Withdrawal from extracurricular activities/privileges
- Parental conference
- After-school detention
- In-school suspension
- Out of school suspension except in cases of truancy or excessive absences
- Referral for mental health/truancy services
- Requirement to clean, replace, or repair damages
- Removal from the bus

Discipline Response - Level III: Level III misconduct involves continued Level II offenses along with other behaviors which are considered to be more serious in nature. Level III offenses can, at times, be viewed as those which may pose a potential threat to the health, safety, welfare of an individual(s). All Level III offenses are referred to building level administration and will be handled according to this Discipline Code.

OFFENSES

- Continuation of Level II offenses
- Engaging in bullying or harassment or knowingly making false statements or submitting false information during a bullying or harassment investigation or Title IX grievance process
- Fighting
- Harassment
- Major disrespect to a school employee
- Possession/discharge of potentially harmful or disruptive materials
- Possession of instrument of potential harm
- Racial/ethnic/gender/sexuality intimidation
- Theft
- Threats to students/school district personnel
- Vandalism
- Verbal assault on a student and/or staff member

Any other offense that detracts from a student's ability to learn or a teacher's ability to teach in the classroom setting. The examples and responses are not intended to be inclusive.

PROCEDURES

- Immediate referral to administration
- Administrator verifies the offense and, if necessary, confers with the teacher/staff person involved before meeting with the student
- Potential informal hearing and/or law enforcement involvement
- Administrator meets with the student to establish the most appropriate response and contacts parents/guardians

- A proper and accurate record of the offenses and disciplinary action is maintained by the administrator
- If/when a student exhausts the discipline matrix, progressive discipline will be applied

POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Verbal reprimand by administration
- After-school detention
- In-school suspension
- Parental conference
- Withdrawal from extracurricular activities/privileges
- Out of school suspension except in cases of truancy or excessive absences
- Referral for mental health, drug/alcohol, truancy services/evaluation
- Requirement to clean, replace, or repair damages
- Removal from the bus
- Citation

Discipline Response - Level IV: Level IV misconduct involves behavior that includes acts of violence directed toward a person and/or property. Such behavior poses a threat to the safety, health, welfare of others, and/or materially disrupts the educational environment.

The Memorandum of Understanding between the Canon-McMillan School District and the North Strabane Township Police Department pertains to offenses that are listed in this category. The local police and the North Strabane Township Police may be notified when Level IV offenses occur outside of the school at school-related functions.

OFFENSES

- Aggravated assault on student/staff
- Arson
- Battery on student
- Bomb Threat
- Burglary
- Criminal Trespass
- Distribution/selling of unauthorized substance/drugs/alcohol
- Engaging in any conduct contrary to the criminal code or ordinances of the Commonwealth / Community on school grounds or at school-sponsored activities
- Extortion
- False fire alarm
- Gun threat
- Hazing
- Indecent exposure
- Indecent Assault
- Kidnapping
- Leading or participating in a major disruption
- Molesting a student
- Murder
- Possession/use/transfer of weapons/dangerous instruments or tools not reasonably related to education
- Reckless endangerment

- Refusal to cooperate with a search based on reasonable suspicion
- Rioting
- Robbery
- Sexual harassment
- Sexual assault
- Terroristic threats
- Theft/possession/sale of stolen property (greater than \$50)
- Institutional vandalism (over \$500)
- Violation of security protocol of the Canon-McMillan School District computer network and its components

Any other offense so severe as to merit a potential expulsion or police involvement. The examples and responses are not intended to be inclusive.

PROCEDURES

- The staff member documents a proper and accurate record of the offense and the student is then referred to the administration for appropriate disciplinary action.
- Our School Resource Officer will be notified immediately.
- The administrator meets with the student to review the information and determine an appropriate course of action. A formal investigation will be conducted by the school administration and school resource officer when necessary. The Superintendent of Schools, or designee, will be notified immediately.
- After an informal hearing, the student is suspended from school and parents/guardians are notified. If appropriate, law enforcement agencies will be notified.
- A report is submitted to the Superintendent for a possible hearing before the Board of School Directors and to determine a possible alternative education placement.

SUGGESTED POSSIBLE DISCIPLINARY OPTIONS/RESPONSES

- Suspension(Out-of-School)
- Referral to appropriate law enforcement agencies
- Restitution of damages or property
- Referral for School Board hearing that could result in appropriate disciplinary action including possible expulsion
- Charges under the criminal code
- Referral for mental health and/or drug/alcohol services/evaluation
- Alternative education placement

*The offenses, procedures, and responses are not intended to be inclusive; they are suggested are actions that may be taken. Additional consequences may be at the discretion of the building administrator.

*Should an occasion arise that demands it, reasonable force may be used by a teacher, administrator, school police, staff, or security personnel. Examples of such situations are to quell a disturbance, or to obtain possession of weapons or dangerous objects, for self-defense, for protection of a person's property, or to remove a student who is disruptive or a danger to him/herself or others.

Bomb Threats

"Any person who furnishes any false information to a police officer or to any appointed or elected official or to any employee of any political subdivision of this Commonwealth or to any official or employee of any public,

private, or parochial school, railroad or railroad depot or station, theater, or other place of assembly concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor and shall, upon conviction, be sentenced to pay a fine not to exceed \$5,000.00 or undergo imprisonment not to exceed five (5) years, or both” (Penal Code of Pennsylvania).

Any student making a bomb threat is also subject to suspension and/or expulsion.

Bullying Policy #249

The Canon-McMillan School District has a zero tolerance policy for bullying.

Discrimination/Title IX Sexual Harrassment Affecting Students Policy #103

The Canon-McMillan School District has a zero tolerance policy for discrimination and harassment.

Drug and Alcohol Policy #227

Canon-McMillan School district prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, at any school-sponsored activity, and when traveling to and from school and school-sponsored activities.

Gambling

Gambling is prohibited throughout the school. *This includes, but is not limited to, classrooms, study halls, lunch, breakfast, and the library.* Furthermore, gambling of any kind is not permitted at any time on school district property or at school events.

Hazing Policy #247

Use of Tobacco Products Policy #222

As per school board policy, any type of tobacco product, including but not limited to electronic or e-cigarettes, as well as vape pens, by any party is prohibited in any school building, on school transportation, and on school grounds including the stadium.

Furthermore, in order to provide for the health and welfare of our students and to deter smoking in the restrooms, heat sensors have been placed in each of the restrooms in the high school. In addition, security cameras monitor the entrances/exits to all restrooms.

In 1996, Senate Bill 1315 became *Act 145*. According to state law, “A pupil who possesses or uses tobacco in a school building, a school bus, or school property owned by, leased by, or under the control of a school district commits a summary offense.” According to *Act 145* all smoking or tobacco violations, including first time offenses, are subject to citation and fine.

Vandalism

Vandalism involving Canon-McMillan School District property, equipment, and/or other materials is expensive to the taxpayers of the school district. Most of the students at Canon-McMillan respect the property of others, including the citizens of the district. However, for students who do engage in vandalism (including graffiti of any kind), the penalties are severe.

In addition to making full restitution for all damages, vandals will be prosecuted and subject to disciplinary action up to and including expulsion.

Extracurricular Exclusions

A student who is guilty of chronic and/or serious behavior offenses will be placed on extracurricular exclusion. The following guidelines will dictate a student's placement on extracurricular exclusion as well as the terms of the exclusion. Extracurricular exclusions are aligned to the progressive disciplinary approach of the Levels of the Discipline Code. Seniors on extracurricular exclusion may petition the High School Administration for reinstatement of end-of-year activities as those activities come due. Please note that some clubs and extracurricular activities reserve the right to enforce a stricter exclusion policy as part of their approved bylaws.

Guidelines for Extracurricular Exclusion

The penalties that follow are as a result of any type of suspension, in-school or out of school, or a combination of any type of suspension.

Suspensions	PENALTY (per year)
2	Warning letter
3	Extracurricular exclusion for up to 45 days from the date of the infraction and based on the severity of infractions
4	45 day extracurricular exclusion

*Through continued exemplary behavior, and at the discretion of the building administration, a student may be eligible to regain some, or all, of his/her lost privileges.

Disciplinary Options/Responses

No student has the right to interfere with the education of other students or the orderly operation of the school. It is the responsibility of every student to respect the rights of teachers, other students, administrators, and everyone else involved in the operation of the school. However, when those rights are violated, or inappropriate behaviors are exhibited, the person who made the mistake will be disciplined. Discipline takes many forms, most of which are listed below. The type of discipline used is intended to stop a disruption, correct the problem, or modify inappropriate student behaviors. The types of disciplinary consequences that may be issued to a student include but may not be limited to the following:

- **A Verbal Warning** - An administrator or teacher will identify the violation and discuss with the student the behaviors that need corrected.
- **Conference with the Student** - An administrator, school counselor, or teacher meets with the student to discuss the problem and what can be done to solve it.
- **Mediation Agreement** - The purpose of this written agreement is to bring closure to any conflict, disagreement, etc. between/among students in order to maintain a climate within the school that is conducive to wholesome learning and living and to provide that the rights of all others involved in the educational process in the Canon-McMillan School District be respected.
- **Contacting Parent(s)/Guardian(s)** - An administrator, or teacher, may decide to call or write a letter to the student's parent(s)/guardian(s) explaining what the problem is and asking for support in helping to correct the situation.
- **Conference with Parent(s)/Guardian(s)** - Sometimes an administrator or teacher will ask a parent(s)/guardian(s) to come to the school to discuss a matter.
- **Removal of Privileges/Extracurricular Exclusion** - A student's school privileges may be revoked for a

period of time. This could include, but is not limited to, restriction from attending school assemblies and/or functions, loss of parking privileges, restricted from participating in school trips not of a purely educational nature, restriction from holding a student office, restriction from participating in extracurricular activities and group and athletic programs, loss or membership in school related organizations, and loss of the privilege to be a “student worker” in any office or area of the school. See Extra-Curricular Guidelines and Terms.

- **After-school Detention** - A student may be assigned to after-school detention. This is held T-TH from 2:45-3:45.
- **In-School Suspension*** - If a student’s conduct is improper and it is determined that he/she should not remain in class, he/she may be assigned in-school suspension for a period of one (1) to ten (10) days.
- **Administrative Removal** - If a student’s conduct is improper and it is determined that immediate removal from the school environment is necessary, an administrator may administratively remove the student. Any time that a student is administratively removed, a parent/guardian must report to the school prior to the student’s return for a conference with the administration and/or other designated personnel to discuss the reason for the student’s removal. At the discretion of the administration, a student may be removed until that conference takes place. Additional disciplinary consequences may be issued to the student.
- **Out-Of-School Suspension*** - If a student’s conduct is improper and it is determined that he/she should not remain in the school, he/she may be suspended from school for a period of one (1) to ten (10) days.
- **Alternative Placement** -
- **Expulsion Policy #233** - The most serious punishment the school can impose is to expel a student. It is a very serious step and is ordered for the most serious violations of school rules or state and/or federal laws. However, this shall not deter the principal from recommending the consideration of the expulsion of a pupil on the first offense.

*On the day(s) of ISS or OSS, the suspended student is ineligible to participate in any/all extracurricular activities (practices included) either as a participant or spectator.

After-School Detention

1. ASD is held on Tuesdays, Wednesdays, and Thursdays from 2:45 PM to 3:45 PM.
2. Students are to be quiet and academically productive during the entirety of detention.
3. Students who are late to ASD will be told to leave.
4. Students who are late to ASD or whose behavior is not appropriate when in ASD will incur further disciplinary action.
5. Once detention has begun, students are not permitted to leave the detention room until detention dismissal.
6. The detention supervisor may institute additional rules or restrictions.
7. Failure to serve ASD will result in the following:

<i>1st failure to serve</i>	=	rescheduling of ASD
<i>2nd failure to serve</i>	=	assigned additional ASD
<i>3rd failure to serve</i>	=	assigned to ISS

[In-School Suspension Policy #233](#)

If the violation is serious enough, the administration may suspend a student from classes and assign in-school suspension. In-school suspension can last from one (1) to ten (10) days.

Rules for Students Assigned To ISS

1. You must report to the designated ISS room at the beginning of first period on the day(s) you have been assigned.
2. If you are absent on a day you are assigned to ISS, you must serve the time as soon as you return. If more than one day has been assigned, the day(s) you missed will be added.
3. If you leave school early for any reason while you are in ISS, you must repeat the day.
4. Bring **all** of your books, notebooks, and other materials to ISS, including pencils, pen and paper.
5. Additional assignments and activities may be assigned while students are assigned to ISS. All assignments and activities must be completed to the satisfaction of the ISS coordinator before students will be released from their ISS assignment and allowed to resume their regular school schedule.
6. While in ISS you may not go to your locker, to the library, to a classroom, or to any other area of the school.
7. You must follow all the rules in the ISS room including those related to being excused to the restroom and having lunch.
8. You **MUST** follow the instructions of the ISS supervisor.
9. Failing to complete the assignments and activities and/or failing to follow the rules of ISS may result in additional disciplinary action.
10. Any student attending Western Area or Parkway must remain at the high school on the day of their ISS and serve the full day.

Out-of-school Suspension Rules Policy #233

1. Any student who is suspended out of school will **not be permitted to:**
 - Attend any classes
 - Participate in any school related activities
 - Be on school district property, on school transportation, or on property owned by, leased by, or used by the district
 - Be in any school building
 - Attend any school-related events.
2. Any student suspended from school is responsible to turn in all school work upon their return from their suspension.
3. As a result of suspension, a student's privileges and/or participation in certain activities, clubs, organizations, offices, etc. may be limited or lost. This may include, but is not exclusive to, membership in clubs or societies (including the National Honor Society), serving as a student worker, running for student office, participation in extracurricular activities, participation in overnight trips, participation in overseas trips, participation in student trips not of an educational nature, attending certain school functions, participation in the prom fashion show, and candidacy for the homecoming court.

BUSES/TRANSPORTATION POLICY #810.2

All buses in the Canon-McMillan School District are equipped with AUDIO/VIDEO recording equipment. Every effort is made to provide safe, comfortable, and efficient transportation for the students of the district. **Any and all questions or concerns dealing with transportation should be directed to the district's Transportation Director by calling 724-745-1502.**

Transportation Rules and Procedures

1. Except for ordinary conversation, classroom conduct is expected: This includes courteous behavior with no profane or abusive language. No shoes with cleats or spikes are to be worn on the bus. Personal objects such as pencils and pens must be stored carefully.
2. Do not drink or eat on the bus: Students are to refrain from eating, drinking, and/or chewing gum on the bus.
3. Keep the bus clean.
4. Keep the aisle clear: Students will keep the aisles clear of items such as gym bags, projects, instruments, etc. Animals, pets and other nature items are prohibited.
5. Stay in your assigned seat: **Students are to remain in their assigned seats at all times.** Two students in a seat must permit a third student to sit with them. Students will refrain from standing, kneeling or lying in the seats or in the aisles.
6. Do not extend any part of the body or any object out of the bus window at any time.
7. Students riding the bus are to be at the bus stop at the regularly scheduled time: Students should arrive at their respective bus stops at least five (5) minutes before bus arrival time. If the bus does not arrive at the scheduled time, the students should wait a minimum of thirty (30) minutes before leaving the stop area.
8. Enter and leave the bus through the front door: Emergency exits are to be opened for emergencies only.
9. Do not damage or deface any part of the bus: Students are not to damage or deface any part of the bus. Students and/or parents must repay the cost of repairing any damage and the student may be prosecuted. A student must immediately report to the driver any visible damage to the bus.
10. All school policy rules and regulations are in effect on buses: Policies on smoking, tobacco, alcohol and drugs, fighting and weapons, as well as all other school policies and rules, will be in effect at all times on bus rides to and from school, activity runs, and field trips. Violation of these policies and rules will result in further disciplinary action by the school.
11. Students waiting to catch a bus on school grounds must remain in the designated area of departure for the bus: Furthermore, students may not leave school grounds prior to boarding a bus. Those who do so or who attempt to do so will be subject to search, disciplinary action, and/or may lose bus privileges.
12. Departure from busses: Every student who rides a bus must get on and off at the assigned bus stop.
13. **Bus Changes: Students are only to ride the bus to which they have been assigned. "Bus Passes" giving students permission to ride a bus other than their assigned bus will only be issued if it's an absolute emergency.**

Video/Audio recording: Per policy [Policy #810.2](#), the CMSD will use the video and audio recording equipment to support its efforts to maintain discipline and to ensure the safety and security of all students, staff, and others being transported on school buses and school vehicles.

Progressive Bus Misconduct Penalties

1. Warning
2. 1 day bus suspension
3. 1 day in-school suspension and 1 day bus suspension
4. 5 day bus suspension
5. 10 day bus suspension
6. 30 day bus suspension*

*School principals may use more severe or additional disciplinary actions without regard to the student's number of previous violations.

CAFETERIA PROGRAMS - FOOD AND BEVERAGE

Our cafeteria offers both free breakfast and lunch for the 2021-2022 school year. In addition, vending machines and the "Mac Mart" offer other food and beverage options for students during breakfast, lunch, and after-school. Although the cafeteria offers a wide variety of foods and beverages on a daily basis, students may also bring their lunches to school (see "Open Containers" page 53). Students are not permitted to have food delivered to them at school; they may either purchase food in the cafeteria or bring it with them.

Questions regarding methods of payment, account balances, menu choices, etc. should be directed to the school cafeteria staff at 724-873-5172.

SchoolCafe.com

For complete information regarding our cafeteria programs please access the [SchoolCafe.com link](https://www.schoolcafe.com).

Breakfast Program

Before the beginning of the first period each morning, students may purchase breakfast in the school cafeteria. The breakfast program runs from 7:30 am to 7:42 am. Any student who wishes to have breakfast should report directly to the cafeteria upon arrival to school in order to maximize time to do so. Upon completing breakfast, students must dispose of any trash and leave the cafeteria area to report to their first period class.

At 7:42 am a warning bell rings indicating the end of the morning breakfast program and issuing a warning to all students that first period classes begin in three minutes.

Once the warning bell has rung, students must leave the cafeteria and report directly to their first period class. *Eating breakfast is not an excuse for being late to class.*

Lunch Periods

There are four lunch periods during the school day. *Every student is assigned to one lunch period.* Students may not select alternative lunch periods nor may they be in the cafeteria during a lunch period other than the one to which they have been assigned. *Furthermore, student schedules will not be changed to accommodate a student's lunch assignment.*

Students are to report to the cafeteria for lunch on time. Tardy policies and procedures apply to the assigned lunch period just as they do to any other class.

Our "open" cafeteria adds to the comfort provided by our facility. This openness should not be interpreted as

an invitation to leave the cafeteria without permission or to stop in the cafeteria at any other time than an assigned lunch period. **No student is to leave the cafeteria or the building during lunch.**

Whether students purchase lunches in the cafeteria or bring all or part of their lunches, all students must eat lunch in the cafeteria. **No food or drink may be taken outside the cafeteria at any time.**

Purchasing Cafeteria Food/Beverages

In order to efficiently serve the student body, our cafeteria requires that **students must use their student identification numbers to purchase food from the cafeteria** regardless of whether they are paying with cash or withdrawing money from their account. Students who do not know their ID numbers will be told to go to the back of the serving line until others are served.

Students should not give their ID numbers to others.

Cafeteria Practices/Rules Policy #808.1

- Students who refuse to follow directions, are disruptive, or otherwise behave improperly will suffer disciplinary consequences which may include assigning the student to sit in a particular seat during the lunch period. At the discretion of the supervisor/administrator who applies the consequence, the assigned seat may be temporary or permanent. Considering the severity and/or frequency of the inappropriate behavior, the student may receive additional consequences. As with any disciplinary consequence, a student may lose his/her privilege to attend after school activities/functions.
- After finishing breakfast or lunch, the student must clear his/her area of the table and dispose of all waste paper and garbage properly.
- Misuse of food or drink and/or creating unnecessary messes in the cafeteria will not be tolerated and will result in a consequence.
- Students wanting to use the restroom during breakfast/ lunch periods may only use the restrooms next to the cafeteria.
- Students will not be excused from the cafeteria to go to their lockers during breakfast or lunch.
- No food or drink may be taken out of the cafeteria at any time.
- Students are not permitted to eat or drink in any other part of the building other than the cafeteria.
- **Students are only to use the vending machines in the cafeteria before or after school.**

CANCELLATION OF SCHOOL

In the event it is necessary to close or delay school, an announcement will be made over the local television stations and the Blackboard Connect system (see Attendance section) will be activated. If the opening of school is delayed, students are to report to their building one or two hours after their normal reporting time, depending on the delay. It is advisable that families devise a plan in the event of a delay or early dismissal to ensure the care and safety of their child/children.

Flexible Instructional Day (FID)

The Canon-McMillan School District has been approved for five (5) Flexible Instructional Days (FIDs), which may be used in place of a school day that would be canceled because of inclement weather or another emergency situation. The benefit of implementing a FID is that it does not require additional make-up days when school is canceled, which could shorten the spring break or extend the school year.

On a FID, students will complete remote instruction/learning activities and assignments provided by their teachers at home. Coursework can be completed at any point during the day as long as it is submitted prior to the start of class the next school day. All lessons and instruction must be posted by 10:00am.

How does the district determine if a Snow Day or a FID will be used?

If the district receives information that there will be inclement weather in advance then a FID may possibly be used. If the inclement weather is unexpected then a Snow Day will most likely be used.

If there are any additional questions regarding FIDs, please contact the appropriate grade level administrator.

CELL PHONES

The primary purpose of allowing students to have cell phones in their possession in school is so the phones may be used before/after school hours. Although students are permitted to have cell phones in their possession during the school day, students are not permitted to use them. Furthermore, the school accepts no responsibility for lost, damaged, or stolen cell phones.

Students are not permitted to use cell phones in any manner during the day or while being transported to and from school by way of district transportation. Cell Phone caddies are available in classrooms for students to place phones in at the beginning of class and to be collected at the end of the period. ***If a student's phone is found on, misuse (example: cheating) will be suspected which will lead to the confiscation of the phone.*** Students with a true necessity to use a phone during the school day must report to the Main Office or Office of Student Affairs to seek permission to do so.

Violations of these guidelines will result in confiscation of the cell phone as well as disciplinary action.

ELECTRONIC DEVICES POLICY #237

Parental Cooperation

As with all school practices, procedures, and policies, parental cooperation is greatly appreciated. Parents should not call or send text messages to students' cell phones during the school day. If as the result of a true necessity/emergency, a parent/guardian must contact a student during the school day, the parent/guardian may do so by calling the high school Main Office, the Guidance Office, or the Office of Student Affairs (see the directory at the beginning of this handbook). Parents should also be aware most cell phone providers allow their customers to disable certain features (such as text messaging) during designated hours.

CHEATING/ACADEMIC INTEGRITY/MISCONDUCT

No form of academic cheating will be tolerated. Cheating of any type demonstrates a lack of integrity. In addition, cheating not only affects the student's character, but also mars the reputation and the integrity of the school.

Students are expected to refrain from cheating of any type including plagiarism. Furthermore, students are not to condone, aid, or ignore acts of cheating. Witnesses to acts of cheating have an obligation to report such acts to faculty or administration.

The classroom teacher will handle the first incident of cheating in consultation with the student and their parent(s). The consequence for cheating will include an after-school detention and an alternate assignment if the assignment is worth more than 10 points. The alternate assignment can earn the student a maximum grade of 60% and should be completed during the assigned detention. If the assignment is not completed during that time, the student will receive no credit for the original assignment.

For subsequent incidents of cheating, the academic consequences of cheating are determined by the classroom teacher on an individual basis; whereas, the behavioral consequence will be determined by the grade level administrator as per building practice.

CHILDREN WITH PARENTS HAVING SPLIT CUSTODY POLICY #238

It is the responsibility of the non-custodial parent to inform the school of the particular situation and request being placed on a mailing list to receive a copy of all school correspondence. Please call the Guidance Office Secretary at 724.873.5166.

THE CHILL ROOM

The CHILL Project by Allegheny Health Network provides preventative behavioral health, skill-based learning and application to Canon-McMillan High School. The CHILL Project serves students, faculty, and families to increase overall mindful awareness, resiliency and wellness, while reducing stress, anxiety and depression.

CONCUSSIONS

Parents/Guardians should notify the High School Concussion Management Team if their student has been formally diagnosed with a concussion. This contact can be made by having your child bring the medical recommendations paperwork from the treating physician to their school counselor and Ms. Speer (School Nurse). An informal meeting will be conducted between the school counselor and student to review the doctor's documentation and recommendations. A determination will be made as to what accommodations will be afforded to your child and those accommodations will be communicated with the appropriate school staff. The school nurse will also conduct an assessment of your child to determine their current level of symptoms. The school nurse and school counselor will check in with your student every two weeks to review their accommodations, update their accommodations (if necessary), review their grades, and to monitor their symptoms. Please continue to provide the CMT team with updated paperwork from your physician throughout this entire process. If your child's symptoms continue to persist for an extended period of time, with no improvement, the CMT team will make a recommendation to BrainSTEPS.

CONFERENCES

Parent/teacher conferences are scheduled once per year. All parents are encouraged to attend a conference should there be a specific concern about their child's progress. Specific information regarding conferences will be forthcoming from the school office. Conferences other than these may be arranged at any time by calling the school office and making an appointment with the teacher(s). Home-school communication is highly encouraged (See "Contacting Staff" below).

CONTACTING STAFF

E-Mail

Parents and guardians can easily reach teachers, administrators, and staff via the internet:

- Go to the [district website](#).
- Click on "Schools" and select Canon-McMillan High School.
- Click on "Staff."
- Click on "Directory."
- Type the name of the teacher you want to contact.
- Select "Email."

Voice Mail

To contact a teacher, administrator, or staff member by voice mail, the caller should call 724-745-1400 to reach a secretary in the high school main office. The secretary will then direct the caller to the specified teacher's voice mailbox.

**Please be reminded that parents and guardians have internet access to their student's current grades and attendance records via the internet. Please see "PowerSchool Parental Web Portal.*

GUIDANCE/SCHOOL COUNSELOR SERVICES

School Counselor services are available for every student in the school. These services include assistance with educational planning, scheduling/registering for courses, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any question the student would like to discuss with a counselor.

Students are assigned to counselors by the first letter of the last name of the student:

A - C	Mrs. Rubican
D - Hn	Mrs. Humbertson
Ho - Me	Mrs. Abbondanza
Mi - Sc	Mrs. Sharkady
Se - Z	Mrs. Nuri

- **Except in emergencies or serious situations that demand immediate attention, the student must make an appointment to see his/her counselor.**
- A student may make an appointment by stopping in the School Counseling Office prior to their first period class, between periods, or at dismissal time.
- Students must sign into the School Counseling Office when they enter and also sign out when they leave the Guidance Office.
- In addition, when leaving the School Counseling Office students are responsible for securing a pass from the School Counseling Office staff which indicates their arrival as well as their departure time.

Services provided by a School Counselor

- Consultation with parents, teachers, administrators, and agencies.

- Helping parents understand how to help their children in times of crisis and family change.
- Referring families to outside agencies when requested.
- Helping students learn responsibility by becoming aware of the consequences of their behavior.
- Helping students to grow socially through providing individual or group instruction.
- To help develop personalized programs, when applicable, based on a child's strengths and needs.

Provisions of the School Counseling Department

- Consultation with our Student Assistance Program (SAP).
- Agency referrals.
- Individual support for students.
- Transition services for our new students.
- Consultation and collaboration with students and families regarding post-secondary education and career counseling.
- Assistance to staff in implementing drug/alcohol education.
- 504 Plans
- Concussion Support Planning

Schedule Changes

For the 2022-2023 school year, all schedule change requests must be completed via the [online form](#), available on the High School website, no later than two weeks after the start of the year. Students will only have a two week drop/add window to make second semester changes to new semester electives. A form will be made available to students, starting in August, who need to make changes beyond those deadlines and who meet a required set of criteria.

Transferring Grades

If a student transfers from one section of a course to another, grades earned up to the time of transfer are included as a part of the final course grade.

Dropping Courses

Students are permitted to drop or change courses within the two week drop/add window at the beginning of each semester. If a student wishes to withdraw from a course after the schedule change window has closed, the student's transcript will include a withdrawal "W" next to the grade at the time the student dropped the course. For example, if a student has a "C" at the time of the withdrawal from a course, then the transcript will include the grade of "WC" next to the dropped course's name. If a student wishes to withdraw without the withdrawn grade appearing on their transcript, they must withdraw before the schedule change window is closed.

CRISIS MANAGEMENT—SAFETY AND SECURITY

The Canon-McMillan School District has adopted a Crisis Management/Safety and Security Plan.

CUMULATIVE RECORDS

A cumulative record will be maintained for each student from entrance into school through the twelfth grade. All material in each cumulative record shall be treated as **confidential**. All students and their parent(s)/guardian(s) have the right to examine the student's cumulative record and to challenge or correct any information they believe to be inaccurate.

FERPA: The Family Educational Rights and Privacy Act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

Discrimination/Title IX Sexual Harrassment Affecting Students Policy #103

The Canon-McMillan School District has a zero tolerance policy for discrimination and harassment.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications and consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

The school district encourages students and third parties who believe they or others have been subject to discrimination or harassment to promptly report such incidents to the building principal. Violations of this nature, including acts of retaliation, or knowingly providing false information, may result in disciplinary consequences under applicable district policy and the student's code of conduct.

DRESS CODE POLICY #221

As per Canon-McMillan School Board Policy, the following dress code practices are upheld at the high school:

- No article of clothing/accessories that promote or are related to alcohol, tobacco, drugs, weapons, discrimination or sexually suggestive content may be worn at any time on school grounds.
- No tank tops, halter tops, tube tops, or off-the-shoulder tops may be worn.
- Shirts must fully cover the chest, stomach, and back area. Open back shirts and dresses are not permitted.
- All shorts, skirts, and dresses must follow the fingertip rule: with arms down to the side, the measure of the longest fingertip is, at minimum, the shortest length permitted.

- Ripped or torn jeans are permitted as long as they are not in violation of the fingertip rule.
- No slippers or blankets can be worn or brought into the building.
- No coats, hats, hoods, bandanas, or other types of head coverings are to be worn or carried in the building at any time. All outerwear garments are to be stored in student lockers during the course of the school day.
- All articles of clothing must be worn in a manner that does not expose undergarments.
- Wallet chains, spiked collars, spiked bracelets, and offensive jewelry/accessories are prohibited on school grounds..
- Sunglasses may not be worn in school (unless warranted by a medical condition and verified by the school nurse).

First and Second Violation = Change of clothes and a warning.

Third and Fourth Violation = Change of clothes and after school detention

Fifth Violation = Change of clothes, in- school suspension, and parent conference.

Additional violations will be handled with either in-school suspension or out of school suspension.

EARLY WORK EXPERIENCE PROGRAM

This program is designed for seniors only.

1. Applications for early work release are available in the guidance office.
2. After the application is completed properly and returned, a parental note granting permission for early dismissal must be presented and kept on file.
3. The time of any early release will be determined from the completed application by the school counselor based on the student's schedule and required credit load.
4. Once the early release is approved, the Guidance Office will counsel the student on scheduling and issue the proper forms for accounting purposes.
5. If schedule changes must be made, the student will be assigned to the same subject teacher.
6. Early dismissal will be the same time everyday. In the event of a two hour delay or alternate bell schedule, students are encouraged to remain at CMHS for all of their classes. If this is not feasible, students must see their teacher, prior to leaving, for any work that they will be missing. Students will only be given one additional day to make up these assignments.
7. Instructions will be given to the student on procuring the working certificate, sign out procedures, and job termination requirements.
8. A student on early work release must **personally sign out every day in the Guidance Office** immediately prior to leaving the building. **Failure to do so will result in loss of early work release privileges.**
9. Students must maintain a "C" average to remain in the program
10. Any student missing 20 or more days of school will result in removal from the program.
11. *Any student causing a disruption within the school, for any reason, or outside of school during the early dismissal will be removed from the early work release program.*
12. Violation of any procedures described above will result in a cancellation of the early work release.
13. **Students on early work release who have been assigned detention or in-school suspension are advised that those obligations take precedence over the early work release.**

EMERGENCY INFORMATION

All students are required to have medical cards filled out for use in emergency situations. Name, address, phone number, parent's and/or guardian's names, places of work, and doctor's name and phone number are among the items requested on the card. If any information changes within the course of the school year, please notify the school office. This is especially important so we can ensure that your contact information is accurate in our district's communications system.

ESL: ENGLISH AS A SECOND LANGUAGE

In accordance with the Board's philosophy to provide a quality educational program for all students, the Canon-McMillan School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English as indicated on our Home Language Survey. If you believe your child qualifies for such services, please contact the building principal.

EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

The high school has a large number of clubs and organizations. Students are encouraged to participate and become involved in one or more areas of interest. However, **students must be aware that every club, organization, and team has specific rules, regulations, and by-laws that cover participation and membership.** When joining any group, students should become very familiar with all aspects of the organization's constitution and by-laws. Since specific rules and regulations are somewhat different for each group and team, rules of eligibility apply before any student can become a member.

Extracurricular Eligibility: A student is eligible for extracurricular activities if he/she:

1. Has a passing grade point average of 2.0 or better in four (4) full credit major subjects during the preceding semester
2. Maintains a passing grade point average of 2.0 or better in four (4) full credit subjects during the time of participation
3. Has not received any Level II or III nor any repeated Level I misconduct reports during the school year (*applies to student elective offices*)
4. Has not missed twenty (20) or more school days during the semester or previous semester. If so, the student will not become eligible until completing sixty (60) days of attendance.
5. Has not been removed from any previous activity or school elective position for lack of attendance or participation (elective offices)
6. **Note:** Students must be present for a minimum of 3 ½ consecutive hours during a school day in order to be eligible to participate in after school extracurricular activities and/or events including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

Please Note: Items 1-5 may have more stringent regulations as governed by individual by-laws and constitutions.

[FERPA Legal Guidance](#)

FIELD TRIPS

Annual field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Families will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Permission slips for field trips between district buildings will not be necessary.

FIRE ALARM SYSTEM

The fire alarm system is intended for emergency purposes only. Any student who tampers with any part of the fire alarm system, including the plastic covers, may be subject to three or more days of out-of-school suspension. Any information regarding the tampering of the fire alarm system will be filed with Civil Authorities for violations of the Pennsylvania Criminal Code, when deemed necessary by school officials.

FLAG SALUTE/PLEDGE OF ALLEGIANCE

Every citizen of the school is responsible for demonstrating proper respect for our country and the flag.

- It is hoped that every student participates in the Pledge of Allegiance, but it is not required.
- A student may choose not to recite the Pledge of Allegiance and may refrain from saluting the flag.
- If a student chooses not to participate, the student must maintain a respectful silence and respect the rights of others who choose to participate.

FUNDRAISING ACTIVITIES

All fundraising activities must be submitted to the Athletic Office for approval by the School Board of Directors at the June, September, and January meetings. No student, individual, or organization may sell anything on school property or at school sponsored events without this approval. Items not related to Canon-McMillan activities are not permitted to be sold on school grounds at any time. Any organization participating in games of chance must also submit a small games of chance license to the Athletic Office. Please contact Mrs. Jacoby with any questions.

GRADING PROCEDURE

High School Grading System

In all content areas grades will be determined according to the following percentages:

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - 0	F

If a final exam is given, the final exam grade for a full year course is counted as 10% of the fourth grading period.

Only grades in AP courses and Honors courses are weighted grades. Furthermore, only grades of A, B, or C in these courses are weighted:

For AP courses, the following weight will be used:

A	5.0 points
B	4.0 points
C	3.0 points
D	1.0 point
F	0 points

For Honors courses, the following weight will be used:

A	4.5 points
B	3.5 points
C	2.5 points
D	1.0 points
F	0 points

Reporting Procedures

- Progress Reports- Parents/Guardians are notified at the mid-marking period to check Power School for progress reports. However, at the request of the parent/guardian, hard copy progress reports can be issued.
- Report Cards- Parents/Guardians are notified at the end of each 9-week marking period to check Power School for report cards. However, at the request of the parent/guardian, hard copy report cards can be issued.

Calculating Honor Roll Eligibility

Honor Roll is calculated in the following way:

1. Total your credits for the grading period;
2. Total your quality point, per grade - as attached to each credit (i.e., - full points, per letter grade awarded for a full credit course - while ½ the points are awarded for ½ credit course).
3. Quality points are assigned as follows:
One credit subjects A = 4, B = 3, C = 2, D = 1, F = 0
Half credit subjects A = 2, B = 1½, C = 1, D = ½, F = 0
One credit Honors subjects A = 4.5, B = 3.5, C = 2.5, D = 1, F = 0
One credit AP subjects A = 5, B = 4, C = 3, D = 1, F = 0
Physical Education is awarded ½ the total number of points assigned to a letter grade.
4. Divide your total quality points by the total number of credits - the result equals your grade point average (GPA).

Example A: If a student has 18 quality points and 6 credits — divide 18 by 6 and the grade point average is 3.00

Example B: *Mock Report Card*

	Credit	Grade	Points
English Honor	1	B	3½
History	1	B	3
Math	1	A	4
Science/Chem. A	1	B	4
Art I	½	A	2

Phys-Ed $\frac{1}{2}$	$\frac{1}{2}$	A	2
	5		18 $\frac{1}{2}$
$18\frac{1}{2} \div 5 = \underline{3.7 \text{ Grade Point Average}}$			

Please Note: Distinguished Honors	4.0 and above
High Honors	3.7 - 3.99
Honors	3.0 - 3.69

No student is eligible for Honor Roll if a D or an “Incomplete” appears on the report card.

Grades are not rounded up. (i.e., a 2.9 is not rounded to a 3.0)

**Please be reminded that parents and guardians have internet access to their student’s current grades and attendance records via the internet. Please see “Power School Parental Web Portal” (page 46).*

GRADUATION REQUIREMENTS POLICY #217

The number of credits needed to graduate is **26** planned course units (credits). Thus, students will need to earn **6.5** planned course units (credits) per year to graduate. The Canon-McMillan School District requires students to complete the minimum planned course units (credits) through successful completion of course requirements established by the Canon-McMillan School District and the Pennsylvania Board of Education. **Students must also satisfactorily complete a Graduation Project and demonstrate proficiency on required standardized tests or complete remedial work prior to graduation.**

English – 4 sequential course credits* - minimum one course per year.

Math – 4 course credits* - Algebra & Geometry units required. Continuous enrollment in Math all 8 semesters in high school.

Social Studies – 4 required course credits.*

Science – 3 full year course credits* - 9th grade PA Science and Biology required.

Physical Education- Total of one (1) course credit in Physical Education

Health – .5 course credits (one (1) semester course)

Arts and Humanities- Two (2) course credits

Freshman Seminar– .5 course credits (one (1) semester course)

All additional courses will be electives.

For the Class of 2023 and beyond, there will be five (5) pathways to satisfy the state required Keystone Exam graduation requirements for Algebra, Biology, and Literature. Please click on the [Act 158 Infographic](#) to access the Alternate Graduation Pathways.

A student with a disability who satisfactorily completes a special education program developed by an individualized education program team under the Individuals with Disabilities Education Act that does not otherwise meet the requirements shall be granted and issued a regular high school diploma.

The locally established course grade requirements and the Commonwealth established composite scores shall be set forth by administrative regulation.

In the event that a parent/guardian determines that a Keystone Exam is in conflict with his/her religious beliefs and desires his/her student to be excused from the Keystone Exam, the parent/guardian shall file a written request with the Superintendent that states the objection. In lieu of the Keystone Exam, the student shall complete the Alternative Assessment Pathway, the Evidence Based Pathway or the CTE Pathway to satisfy the requirement.

HALL PASSES

No student is to be out of class or their assigned area without a valid hall pass.

With the exception of moving between classes, students are not to move anywhere on school grounds without a hall pass. Hall passes must be completed (including date, time, and signature) by the teacher, staff member, or administrator initiating the pass.

Teachers, staff, and administrators will use their discretion concerning the issuance of hall passes; therefore, not all requests for hall passes will be granted. Upon receiving a hall pass, **the student is expected to move quickly and directly to the area which they have been given permission** to go. Furthermore, students who in any way misuse or abuse permission to move as well as students who in any way falsify hall passes, duplicate hall passes, or forge any part of a hall pass will face disciplinary action.

HEALTH SUITE/NURSES' OFFICE

Students may not choose to recuperate in restrooms, hallways, etc. as opposed to checking in with a nurse in the health office. No student shall use a cell phone to call or text for an early dismissal due to illness without permission from the school nurse. Any dismissal determined by the school nurse will be marked MER (Medical Early Release).

The Nurses' Office is located directly across from the auditorium entrance. To see a nurse, the student must obtain a hall pass from the classroom teacher. No student will be admitted to the Health Suite without a pass unless it is an emergency. In the event a student arrives and a nurse is not present, the student must report to a faculty or staff member in the Office of Student Affairs or the Main Office. If an accident occurs, the nearest teacher or staff member should be notified immediately, and the nurse will be contacted.

No student is permitted to carry medication of any kind - prescription or non-prescription. *If it is necessary for a student to take medication during the school day, the medication authorization form must be completed by a physician and submitted to the school nurse. No medication will be administered prior to the submission of the completed medication authorization form.*

HOMEBOUND INSTRUCTION

If a student has suffered an illness that has lasted longer than ten (10) consecutive days, he/she may require homebound instruction (temporary instruction in the home by certified tutors). Please contact the main office or click on this link, [Homebound Instruction Application](#), to be filled out by the physician verifying the need for this process.

HOMELESSNESS

The McKinney-Vento Homeless Assistance Act defines "homeless children and youth" as individuals who lack a fixed, regular and adequate nighttime residence. A family or student can be considered homeless under this definition if they are living in any of the following situations:

- Public or private shelters
- Public or private places not designated or ordinarily used as regular sleeping accommodations such as vehicles, parks, ...etc.
- Living in substandard housing (no running water or working utilities, infestations, etc...)
- Living with relatives or friends due to lack of housing
- Living in transitional housing programs
- Runaway children (under 18 years of age) and children who have been abandoned or forced out of their homes by parents or other caretakers (unaccompanied youth). These children may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances

Because the circumstances of homelessness vary with each situation, determinations are made on a case-by-case basis. The district liaison will facilitate the process of working with the family to make an appropriate determination of eligibility and to reduce disruptions to the child(ren)'s education.

If you believe your current situation may qualify, please contact Mr. Scott Chambers, Assistant Superintendent and District Homeless Liaison at chamberss@cmsd.k12.pa.us or 724-746-2940.

HOMEWORK - MISSED COURSEWORK: STUDENT RESPONSIBILITY

Homework and other school assignments/assessments are integral to student success. Long-term assignments, projects, assessments and research related tasks all reflect and reinforce student responsibility. ***Students are responsible for completing all homework and other school assignments/assessments.*** Students are given **two (2) school days IN ATTENDANCE for each day absent** to make up any missed assignments/assessments. Homework is used to increase student achievement and to build independence and responsibility. Students are not permitted to make-up work missed due to a class cut. If "T" or "AB" remains unexcused then the grade will be a "0". As a reminder, please check Schoology and PowerSchool for any missing work.

HOMEWORK REQUESTS

Schoology is used as the primary resource for student work. If your student is absent, they should check Schoology for any missing assignments. If a student is unable to find any assignments, they should reach out to their teacher via email or Schoology to ask for the work. All tests and quizzes must be made up when the student returns to school.

ILLNESS OR INJURY

In cases of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. We will make the student comfortable and render first aid treatment only. If emergency treatment is necessary the parents/guardians will be contacted. If parents/guardians cannot be reached, we will attempt to contact the emergency numbers that are listed on the Emergency Medical Card completed at the beginning of the year. In extreme emergencies, if parents/guardians are not available, the child will be taken to the emergency room at the hospital.

LEAVING SCHOOL GROUNDS

To provide appropriate safety and security, no student at any time is to leave school grounds without first obtaining the needed permission from the school. **Once on school grounds, students may only leave the grounds after following proper procedure and obtaining permission from the Office of Student Affairs.**

LIBRARY MEDIA CENTER

The Canon-McMillan Library Media Center is open from 7:30 AM to 2:45 PM. At times the library may be closed for scheduled classes or testing. ***Students are advised to listen to the morning announcements to find out if the library will be closed at any time during the day.*** If a student wishes to use the library before 7:30 AM or after 2:45 PM, he or she should make arrangements with the school librarian.

The Library Media Center subscribes to a variety of services. These materials are available to read in the library. Students will also find a selection of current fiction and non-fiction books that may be checked out for two weeks. Students are expected to return library materials promptly. Failure to do so will result in a charge for the replacement cost of the material.

For student device repairs, please refer to the Electronic Device Handbook.

Library Passes

1. A library pass is required to enter the library. During lunches and/or study halls, students are permitted to use the library. Students are required to sign in using the QR code in the library upon entering the library for attendance purposes.
2. Subject teachers may issue library passes as needed to individuals or small groups of students who are completing research for that teacher. Students are expected to complete assigned research while in the library. Students must give the pass to the librarian, and sign in using the QR code when they report to the library.
3. No food or drink is permitted in the library.

On-Line Databases and the Internet

The library media center subscribes to quality online research databases. These databases provide access to thousands of articles from newspapers, magazines, and research resources.

Students using computers in the library are expected to follow the Canon-McMillan School District Internet/Technology policy. Copyright will be enforced in the Library Media Center.

LOCKERS

Hall Lockers

Every student is assigned a hall locker with a built in combination lock at the beginning of the school year. **Students are not to share lockers or give out the combination of their lockers.**

Students are to keep their lockers closed and locked when not in use. “Rigging” a locker so the locking mechanism will not lock will result in disciplinary action.

Students are responsible for the condition and contents of the locker assigned to them. Students may not deface their lockers or display signs, photos, etc. on lockers. In addition, lockers are to be kept clean, free of damage, and orderly. Students are warned that over packing a locker or keeping a disorderly locker may lead to a jammed locker. Any damage or problem with a locker should be immediately reported to the Main Office.

Money and valuables should not be stored in any locker. If the necessity to do so arises, students should keep their valuables locked (including gym lockers). The school will not be responsible for valuables taken from lockers.

Students are assigned lockers without charge for their convenience, but **the lockers are the property of the Canon-McMillan School District**, and the District retains exclusive control of these lockers, including but not limited to, the right to inspect a locker and its contents for reasons of health, safety, and protection of property. Periodic general inspections may also be conducted. In accordance with school district policy, school authorities may inspect lockers at any time, without notice, without student consent, and without a search warrant.

Gym Lockers

There are not enough individual lockers in the locker rooms to permit each student to have his/her own locker for the school year, but lockers are available for use during individual class periods as well as during after school extracurricular activities requiring locker room use. It is strongly suggested that a student have a lock to use each time he/she uses a locker to secure clothes/valuables. The lock must be removed when the student leaves the locker room so participants in the next class or activity may use the locker.

LOST AND DAMAGED BOOKS/ MATERIALS

We believe that students have a responsibility to maintain and secure school property issued to them. Consequently, textbooks that are new, one or two years old will be assessed at full replacement cost or, if damaged, actual repair cost. Textbooks three years or older will be assessed at 70% of replacement cost or, if damaged, actual repair cost. Library books and audiovisual materials will be assessed at full replacement cost regardless of their age. Please refer to the electronic device handbook for the up to date chromebook replacement cost.

[NONDISCRIMINATION POLICY #103](#)

The Canon-McMillan School District has a zero tolerance policy on discrimination.

OPEN CONTAINERS – FOOD/BEVERAGES –VENDING MACHINES

Students are not permitted to bring opened containers (including opened bottles, cans, cups, mugs, travel mugs, etc.) into the building.

To keep our building clean and comfortable as well as to provide for the health, safety, and welfare of our students, the consumption of food and drinks is limited to the cafeteria area. This applies not only to students who purchase food or drink from the school cafeteria, but also to those who bring food and/or drink into the building. Students are not permitted to eat or drink in any other part of the building other than the cafeteria during the breakfast program or during assigned lunch periods, with the exception of water.

Students are only to use the vending machines in the cafeteria before and after regular school hours.

Violation of the building policies pertaining to food and drink will result in confiscation of the food/drink in addition to disciplinary action.

PARKING ON SCHOOL GROUNDS

Parking on school grounds is a privilege that is extended to students who have met the requirements to do so, who have earned this privilege through demonstrating appropriate behavior, and whose continued behavior maintains their access to this privilege.

1. All vehicles parked on school property must be registered with the school, must display a valid parking permit, and must be in full compliance with the Pennsylvania Motor Vehicle Code.
2. Parking passes will be made available to Seniors on a first come, first served basis on a scheduled date in August. Any remaining passes will be sold to Juniors on a first come, first served basis after the Senior sale. Additional parking passes will be made available to Seniors and Juniors upon conclusion of the marching band season.
3. Under no circumstances will parking passes be made available to Sophomores.
4. In order to provide a safe and comfortable environment for all students and staff, no vehicle parked on school grounds may be decorated in a manner that violates school policy.
5. Permit tags are to be openly and clearly displayed from the rear view mirror of the registered vehicle.
6. Only a registered vehicle may be parked on school grounds.
7. Permit tags are non-transferable and non-refundable.
8. Students should arrive at school at a time which will allow them to park in appropriate parking spaces and report to their first period classes on time (SUGGESTED ARRIVAL TIME = NO LATER THAN 7:30 A.M.).
9. Students are not permitted to go to cars or to the parking lot during the school day without written permission from an administrator.
10. Students are not permitted to drive over 15 mph on or in the immediate vicinity of school property.
11. No student may drive to Western Area CTC without the permission of the administration at both Western Area and Canon-McMillan High School.
12. Students are only to park in the areas designated for student parking. These areas may at times be changed. Students must pay attention to abide by announcements concerning parking arrangements.
13. Parking in areas other than those specifically designated for student parking will result in the loss of parking privileges.
14. Anyone who violates the parking rules and regulations may:
 - a. Lose parking privilege.
 - b. Suffer disciplinary consequences.
 - c. Have his/her vehicle towed at the owner's expense.

- d. Possible loss of future parking privileges.
- 15. Parking permits may be revoked as a form of or in conjunction with disciplinary action.
- 16. **The Canon-McMillan High School is a drug, alcohol, tobacco, vape, and weapon free zone. Vehicles parked on Canon-McMillan High School property are subject to search by school administration and local authorities should reasonable suspicion arise regarding the contents of the vehicle.**

PARKING IS AT THE OWNER’S RISK. NEITHER THE DISTRICT NOR ITS EMPLOYEES ARE RESPONSIBLE FOR THEFT, DAMAGE, OR INJURY.

PICTURES - MEDIA COVERAGE

PHOTO REFUSAL / OPT-OUT

Photographs/videotape footage of Canon-McMillan students involved in school-related activities are often used in district publications, social media, newspapers, yearbooks, television, websites, various communication platforms, newsletters, etc.

If, for any reason you do NOT want photographs or videotapes of your child used in this manner, please complete this form:

<https://forms.gle/Ngi338QXxq2Ah4sV9>

POSSESSION OF A WEAPON

Any student in possession of a weapon will be immediately suspended and, upon review, is subject to expulsion. The police will be contacted and charges will be filed.

The Canon-McMillan School 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. With this as a precept, the School Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

It shall be the policy of the Board that possession of a weapon by students is prohibited in any Canon-McMillan School District building, or on any grounds of the Canon-McMillan School District, by a student on his/her way to or from school, in any vehicle providing authorized transportation of students to or from any Canon-McMillan School District building or district sponsored function, activity or event and at any school function, whether or not it’s held on Canon-McMillan School District property.

“Weapon” shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, tazer, shocker or stun gun, any explosive device, firearm (including pellet guns and B.B. guns), gun, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable. The term “weapon” shall include “weapon look-alikes,” including any instrument or implement designed to look like a

weapon.

“Firearm” shall have the meaning set forth in Section 921 of Title 18, United States Code.

“Possess” and “possession” shall mean being on the person of any student or in a person’s car, locker, or otherwise under his or her control. Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program, or activity.

A student who violates this policy or assists in the violation of this policy will be subject to one or more of the following actions depending upon the specific violation and intent:

1. Suspension from school for ten (10) days
2. Mandatory hearing before the Board of Directors (or, as authorized by the Board, a committee of the Board or hearing examiner). The Superintendent may exclude the student from school pending the hearing. The standard penalty will be a) expulsion from school not less than a semester or the equivalent or b) permanent expulsion from school when one or more of the following aggravating circumstances exist:
 - a. Possession of a firearm
 - b. Possession of a knife or cutting instrument, the blade of which is exposed in an automatic way by push-button, switch, spring mechanism, or otherwise.
 - c. Possession of a bomb or similar explosive device, the use of which could cause serious bodily injury or property damage.
 - d. By use of a weapon, attempt to cause, or intentionally or recklessly causing bodily injury to another.
 - e. By use of a weapon, attempt to put another in fear of imminent bodily injury.
 - f. Significant history of rules violations.

In all cases, parents will be notified, students will be reported to the local and/or state police, and legal charges where applicable will be filed.

This policy shall be communicated to the public, to all persons applying for permits for the use of school premises, and to all school district personnel, students, and parents.

FROM THE PENAL CODE OF PENNSYLVANIA:

"A person commits a misdemeanor of the first degree if he/she possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution..."The definition of weapon "shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck stock, firearm, shotgun, rifle, and any tool, instrument or implement capable of inflicting serious bodily injury."

POWERSCHOOL PARENT WEB PORTAL

A “portal” has been created on the [school district's website](#) through which parents/ guardians can access their students’ current grades in each class and current attendance records as well.

At the beginning of the school year, parents/guardians will receive a letter with information on how to access their student’s records by way of a private password assigned solely to the individual student and granting access to only that student’s records.

Through this tool the parent, as well as the student, may monitor academic progress by viewing individual test and homework grades.

Questions or concerns about the portal or a password should be directed to the Guidance Office **724-745-1400 ext 5019**.

RELEASE OF STUDENT INFORMATION

In accordance with the No Child Left Behind Act of 2001, Section 9528 requires school districts to “*disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning unless individual students or their parents request that the information not be released without prior consent.*”

Students/parents wishing to exercise the option to withhold consent of the release of information to military recruiters and/or to institutions of higher learning must complete the appropriate form from the Guidance Office and return it in a timely manner for exclusionary purposes. Please seek the expertise of a school counselor for more details.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student in the Canon-McMillan School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the No Child Left Behind law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each child’s classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher’s college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher’s aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact the appropriate grade level administrator.

SCHOOLGY

Schoology is a learning management system that is used by teachers, students, and parents for instruction, assessment, and communication. *Students should refer to Schoology for missed work.*

SECURITY

Our procedures dictate how students and visitors enter the building and how attendance will be recorded when a student arrives late to school. **STUDENTS MAY ONLY ENTER THROUGH THE MAIN OFFICE AND THE GUIDANCE OFFICE ENTRANCES.**

1. **All entrances and exits will be locked and secured at 7:45 A.M.** each school day or after the last school bus arrives.
2. All students entering the building after 7:45 A.M. must enter through the Main Office entrance. Upon entering, the student must proceed directly to the Office of Student Affairs. The time the student enters will be recorded within the attendance system by the attendance secretary. The student will be issued a time and date stamped pass which will admit the student to class.
3. **Parents, guardians, and visitors must *always* enter the building through the Main Office entrance where they must provide photo ID and be issued a visitor's pass before entering the building.** No other entrance is to be used. Anyone not following this procedure may be considered trespassing.
4. All those on school grounds or in the building should be aware that at all times the grounds and building are monitored through a system of recording security cameras.

We encourage open communication in each of our schools. In the event a student has information related to the safety and security of our children, he/she should seek out an adult in the school and relay this input. If, for some reason, this is not possible, the following hotline number serves the purpose: **724-873-5244**

SPECIAL EDUCATION SERVICES

In Canon-McMillan, we are proud of the fine services offered through our special education programs. These include special education resource teachers, speech/language therapists, vision/hearing therapists, psychologists, and teachers of the gifted. Student's may be referred by a parent or teacher and then screened to determine their needs. For further information, contact your student's school principal, school counselor, or the *Special Education Department at 724-873-5231.*

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a state mandated program at the middle school and high school levels. *Its purpose is to support students who are experiencing barriers to learning which are interfering with their ability to function academically at their highest level.*

The goal of the Student Assistance Program is to identify students who are struggling in the school environment and to then refer them for help. This help could be within or outside of the school district. These actions are carried out by a highly trained team of school professionals who are skilled in prevention and intervention techniques.

This is not a discipline program. It is a helping program for students who may need assistance and always includes the student's parent/guardian in the process. Students can make a referral on themselves and/or other students. Parents and faculty members can also refer a student about whom they may have concerns to the Student Assistance Team.

To make a referral, please use this [Form](#).

STUDENT INTERNET AND NETWORK USE

With the initiation of the Electronic Device Program at the high school, all students will be equipped with a district-provided device. Please refer to the Electronic Device Handbook for specific guidelines, procedures, and information pertaining to student devices.

All students must abide by the policies outlined in the Electronic Device Handbook and the CMSD Acceptable Use Policy.

SCHOOL DISTRICT INTERNET USE AGREEMENT POLICY #815

STUDENT SAFETY

At Canon-McMillan we value the safety of our students. The school district is responsible for student welfare:

- During instructional hours of the school day.
- During instructional hours on district property.
- In school district vehicles.
- At events, before, during and/or after school, when directly supervised by school personnel.

STUDENT TRIPS

Only students enrolled at the Canon-McMillan High School are eligible for student trips. Furthermore, only students approved for a trip will be permitted to attend. Any unauthorized attendance at the trip site on a day school is in session constitutes truancy. If an unauthorized student attends a trip on a day school is not in session or before/after dismissal, she/he may not associate with anyone on the trip. Once contact has been made, unauthorized students automatically fall under the authority of the school and will be held accountable for all actions, including unauthorized attendance at the trip. However, the responsibility for the safety and well being of that student rests solely with the student's parent/ guardian. This policy applies to any trip sponsored by the school or school district.

The rules and policies of the school fully apply to students throughout the duration of a trip. This includes overnight and/or overseas trips. ***A student who is responsible for a discipline problem on a student trip of any kind will not only suffer disciplinary consequences but will also be banned from future trips for a minimum of at least one calendar year.***

Students with serious/chronic behavior problems and/or attendance problems will not be permitted on trips, except field trips of a purely academic nature. *(See Attendance on page 10 & Behavior on page 16)*

Overnight Trips

Because of the time duration and the distances involved, there are additional expectations for students participating in overnight trips. These expectations apply to all students other than those participating in overnight trips in conjunction with athletic teams, school organizations, and school clubs. Students who attend these trips must adhere to all school policies and the bylaws of their athletic program, club, and/or organization.

Other Expectations

1. The student and the parent/guardian will be expected to fully cooperate with the administration and trip sponsor by attending required meetings and promptly completing and returning required forms (i.e., parental permission, student medical record, and payment), etc.
2. All belongings are subject to search prior to departure.
3. Student trips are school functions; therefore, the policies and guidelines of the Canon-McMillan High School Student Handbook as well as the policies of the Canon-McMillan Board of School Directors will be strictly adhered to throughout the duration of the trip.

STUDENT VALUABLES AND CARE OF SCHOOL PROPERTY

Each student, not the school, is responsible for his/her own personal property.

Also, students are responsible for the proper care of all books, supplies, computers, furniture, etc. supplied by the school. Students who disfigure, mar, or destroy school property will be required to pay restitution and will suffer disciplinary action and/or legal action.

Students are expected to adhere to the following guidelines to ensure the security of their belongings:

- Do not bring large amounts of money, electronic devices, and other valuables to school.
- Keep lockers locked when not in use.
- Do not share lockers or give out locker combinations.
- Lock valuables in a locker in the locker room during physical education class or give the valuables to a physical education instructor for safe keeping.
- Do not let anyone else have access to your student ID card or ID number.
- **Students should immediately report the loss or damage of items to an Administrator.**

STUDY HALLS

Students who do not have a need to take an additional class or who feel the need to have study time during the school day are assigned to a study hall. A study hall is not a “free period.” During study halls students are expected to study. ***Sleeping is not acceptable behavior*** in any class including study hall. Students who wish to leave a study hall to make up a test, etc. must first report to the study hall and present a signed pass to the study hall monitor from the teacher requesting the student. Students must have the approval of the study hall monitor to leave the study hall.

STUDY SKILLS - PARENTAL INVOLVEMENT

A parent/guardian can help his/her student be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with a pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you are of your regular classroom teachers. Students who are disruptive, disrespectful and/or fail to follow classroom instructions for a substitute may face disciplinary consequences.

VISITS TO SCHOOL

To avoid interruptions in our educational program, please contact the teacher in advance to make an appointment. Visits to our school by other students/young adults are discouraged unless prior arrangements have been made with the principal. Upon entering the building, all visitors must report to the Main Office and provide photo ID. A visitor's badge must be obtained prior to visiting other areas in the building. The visitor's badge must be worn while in the building. Upon leaving the building the visitor must sign out in the Main Office and return the visitor's badge.

WITHDRAWING A STUDENT

If you are moving and are withdrawing your son/daughter from school, please contact the school at least two weeks prior to the withdrawal date. This will enable us to have ample time to complete the required paperwork. Students under the age of eighteen may not be withdrawn from Canon-McMillan until proof of enrollment with a certified educational entity is provided. All library books, textbooks and technology provided by the district must be returned and all outstanding charges paid before your child leaves the high school. Your child's records will be forwarded upon request to the new school. No withdrawal will be made without official notice from the parents/guardians to the school. As always, your cooperation is appreciated.

Appendix A

Canon-McMillan School District

School District Policies Referred to in the Student Handbook

[Family Educational Rights and Privacy Act](#)

[Policy 103: Discrimination/Title IX Sexual Harassment Affecting Students](#)

[Policy 105.1: Review of Instructional Materials by Parents/Guardians and Students](#)

[Policy 123: Interscholastic Athletics](#)

[Policy 144: Gifted Education](#)

[Policy 204: Attendance](#)

[Policy 210: Use of Medications](#)

[Policy 217: Graduation](#)

[Policy 218: Student Discipline](#)

[Policy 222: Tobacco Use](#)

[Policy 227: Controlled Substances/Paraphernalia](#)

[Policy 233: Suspension and Expulsion](#)

[Policy 235: Students Rights and Responsibilities](#)

[Policy 235.1: Surveys](#)

[Policy 237: Electronic Devices](#)

[Policy 238: Children with Parents Having Split Custody](#)

[Policy 247: Hazing](#)

[Policy 249: Bullying/Cyberbullying](#)

[Policy 250: Student Recruitment](#)

[Policy 251: Homeless Students](#)

[Policy 808.1: Charging of Cafeteria Meals](#)

[Policy 810.2: Transportation - Video/Audio Recording](#)

[Policy 815: Acceptable Use of Internet](#)

[Policy 819: Suicide Awareness, Prevention, and Response:](#)

[Policy 904: Public Attendance at School Events:](#)

Appendix B

Canon-McMillan School District

Frequently Requested Forms

ATTENDANCE FORMS

[Excused Absence Form \(full day\)](#)

[Early Dismissal Excuse Form](#)

[Tardiness Excuse Form](#)

[Pre-Planned Trip Form](#)

A La Carte and Extra Food Purchases – Permission Slip

Dear Parent and/or Guardian(s):

The Canon-McMillan School District has received many complaints from parents concerning large lunch account balances due to the routine purchasing of a la carte and/or extra food items by children unbeknownst to their parents. The purchasing of a la carte and/or extras is separate from a school meal. Therefore, to have the ability to make these purchases, the District will now require written permission from parent/guardian(s) prior to allowing children to purchase a la carte and/or extra food items. *Please note that this form is for **a la carte and/or extra food item purchases only.** **Your child(ren) will not be prohibited from purchasing a regular school lunch.***

All student lunch accounts will be blocked from a la carte and extra food item purchases. In order for your child(ren) to purchase a la carte and/or extras, specific permission will be required. This letter grants that permission and it pertains to both types of purchases. **Please note that students will not be**

permitted to charge a la carte and/or extra food items. Therefore, to allow the purchase of a la carte and/or extras, please select the “Yes” option below for permission to be granted. Please note two important reminders: by selecting “Yes” you are acknowledging the money will be in your child(ren)’s account to make these purchases and in the event there is not, your child(ren) will need cash for full payment of the items at the time of purchase.

If you do not want your child(ren) to purchase a la carte and/or extra food items, you don’t need to do anything further. As stated above, all student cafeteria accounts will be blocked from those purchases unless parental permission is granted. But it is still imperative that you are aware that you are responsible for any existing balance and for ensuring payment. It is also very important, especially at the beginning of the year, that you check your child(ren)’s account to ensure that the proper permissions are in place. This is a manual process and in the event that an error were to occur it can be caught and remedied in a timely manner.

A La Carte and Extra Food Purchases – Permission Slip

_____ **YES, I permit my child(ren) to purchase a la carte and/or extra food items.** By checking this option, **I understand that money will be in the account and I will be financially responsible for any expenses they may incur.** I understand that if I do not make lunch account payments in a timely fashion, my account may be turned over to collections, at which time I would be responsible for additional fees that are charged by the collections agency.

_____ <i>Signature</i>	_____ <i>Date</i>
Please list your child(ren)’s name(s) below: <i>(Please print.)</i>	
<u>Name</u>	<u>School</u>
_____	_____
_____	_____
_____	_____
_____	_____

For the 2022-2023 School Year: Please return this completed permission slip to the Business Office. A copy will be sent to your child(ren)’s school for their records.

**Canon-McMillan School District
Attn: Business Office
1 North Jefferson Ave
Canonsburg, PA 15317**

Your child(ren) WILL NOT be permitted to purchase a la carte food and/or extra food items and your child(ren) will remain unable to purchase them until written permission is received. This form will be available online at www.cmsd.k12.pa.us should you want to make changes to your child(ren)’s ability to

purchase a la carte and/or extra food items.

Thank you,
Canon-McMillan School District Business Office

Canon –McMillan High School

Student Handbook 2022-2023 Acknowledgement Form

***This form must be signed and returned to your social studies teacher no later than
Friday, September 2, 2022***

Student Name (please print) _____
Student Grade _____

The mission of Canon-McMillan High School is to empower students with the skills necessary to communicate effectively, to integrate learning, and to successfully activate their ideas and abilities to achieve their fullest potential. Our goal is to provide an educational process that develops young adults who are equipped with strength of character and mind to become productive, caring members of society.

In alignment with the Canon-McMillan School District, our High School goals include the following:

1. Educating all students.
2. Providing a safe and orderly environment for all students.
3. Protecting the health, safety, and welfare of all students.

My son/daughter and I have reviewed and discussed the contents of the Student Handbook, found at the District website www.cmsd.k12.pa.us. Together we acknowledge the expectations, procedures, consequences, the mission and goals of the Canon-McMillan School District and the Canon-McMillan High School.

Parent/Guardian Signature _____

Date _____

Student Signature _____

Date _____

*Hard copies of the Student Handbook are available, upon request.
Please contact the High School Main Office at (724) 745-1400.*

PHOTO REFUSAL / OPT-OUT

Photographs/videotape footage of Canon-McMillan students involved in school-related activities are often used in district publications, social media, newspapers, yearbooks, television, websites, various communication platforms, newsletters, etc.

If, for any reason you do NOT want photographs or videotapes of your child used in this manner, please complete this form:

[Canon-McMillan School District's District-Wide 22-23 Photo Opt-Out Form](#)

Appendix C

Student Activities

ACADEMIC COMPETITION

Mrs. Carney, Room 228

Our school participates in several academic competitions throughout the year. Students have an opportunity to apply their knowledge and creativity outside of the classroom in a number of individual and group contests. These competitions include Southwestern Academic League, Hometown Hi-Q, Science Bowl, Science Olympiad, North American Computing Linguistics Olympiad, Model United Nations, Pennsylvania Junior Academy of Science, and others. A detailed description of each event is given on the Academic Competition Schoology group (join code 5PW2V-2Z28V).

BAND

Mr. Falvo, Room 307

Although band is part of the school curricular offerings, this organization also engages in many extracurricular activities such as jazz band, wind ensemble, football games, band festivals,

parades, and competitions. Students interested in joining the band may see Mr. Falvo in Room 306, and a guidance counselor for scheduling purposes.

BEST BUDDIES

Ms. Skraitz, Library

The mission of Best Buddies is dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, leadership development, and inclusive living for individuals with intellectual and developmental disabilities (IDD).

BOWLING

Ms. Wrubleski

The bowling club is open to students in grades 9-12 wishing to participate in this extracurricular activity. Practices occur after school and competitions are a part of the club's agenda.

CANONETTES

Mr. Falvo, Room 307

The Canonettes, Canon-McMillan's auxiliary unit drill team, is made up of students in grades 9 through 12. In addition to individual squad practices, the Canonettes also practice and perform with the marching band during the summer and throughout the year. Membership on the squad is competitive and tryouts are held in the spring of each year. Students interested in joining the band auxiliary unit squads may see Mr. Falvo in Room 307.

CHEERLEADING

Ms. McPherson

Students in grades 9 through 12 who are interested in becoming cheerleaders should listen for announcements concerning tryouts. These tryouts are held during the spring for all cheerleading squads. Cheerleading requires after school and summer practices as well as attendance at athletic and other events.

CHEM CLUB

Mrs. McGrath Rm. 221

ChemClub invites, motivates, and encourages high school students to explore the many ways that chemistry connects to their world. Supported by the American Chemical Society, ChemClub provides a fun, authentic, and hands-on opportunities for members to experience chemistry beyond what is taught in the classroom, learn about study and career opportunities in the many and varied fields of chemistry, provide service for the betterment of their communities, discover and pursue connections within the larger chemistry community, and develop leadership and communication skills.

CHESS CLUB

Ms. Bellino, Rm. 111

The Chess Club is a group that meets weekly to play chess and other board games. Students of all levels are welcome to attend. Students that are active members will also be given the opportunity to compete in tournaments against other schools throughout the year.

CHORUS

Mrs. Boice, Room 306

The Chorus, which is part of the curriculum, is also active in a variety of other activities including school and community performances. Interested students may see Mrs. Sisson in Room 306, and a guidance counselor for scheduling purposes.

CLASS OFFICERS

Faculty Members

Each class elects four officers - President, Vice-President, Secretary, and Treasurer. These elections take place in the spring for all classes except the Freshman Class, which elects officers in November. Class officers organize activities and programs for the class.

All members of the class, however, are encouraged to participate in these events. Students interested in running for a class office or actively participating in organizing class events may contact the following class sponsors:

<i>Senior Class</i>	<i>Mrs. Montini - Room 207</i>
<i>Junior Class</i>	<i>Ms. Michalak - Room 237</i>
<i>Sophomore Class</i>	<i>Mrs. Johnson - Room 123</i>
<i>Freshman Class</i>	<i>Mrs. Bellino - Room 111</i>

CM STORE CLUB

Ms. Johnson, Room 123

Current and former students of Ms. Carroll's CM Store Production (formally known as Foundations of Technology) and Mrs. Johnson's Entrepreneurship II classes, as well as any current Canon-McMillan High School students are eligible to become members of the CM Store Club, an extracurricular activity at Canon-McMillan High School. Benefits of joining the CM Store Club include hands-on experience with product development and design, pricing, promotion, and different manufacturing processes.

Leadership opportunities for students who are interested are available if you choose to become a member of The CM Store Club. The Club will be governed by student officers who are elected by their peers.

The CM Store Club will have scheduled after school meetings during the school year and emergency meetings when needed. Officers of the CM Store Club are required to attend the scheduled meetings.

COMPUTER SCIENCE CLUB

Ms. Gutosky, Room 124

The purpose of the Computer Science Club is to offer educational, social, and networking activities for students who are interested in computer science, programming/coding, and technology. Activities also include speakers and special guests from the field, and information on special opportunities for students inside and outside of school relating to STEM and computer science. A Schoology group is utilized to disseminate information to students on various opportunities.

CREDIT UNION CLUB

Ms. Moeller, Room 206

The students selected to work in the branch facility and in the work program will form an advisory group. This group will be responsible for meeting monthly to review overall branch operations and work to develop marketing ideas to encourage membership in the credit union.

DANCE TEAM***Ms. Melissa Santoro***

The Canon Mac Dance Team (CMDT) is a newly formed competitive hip hop team that will perform at school functions, local competitions, and UDA Nationals. The CMDT will create a caring and nurturing environment for students to demonstrate their talents while supporting their school community. The team will foster a sense of pride, school spirit, responsibility and commitment through practice, performance and competition.

For more information please email canonmacdanceteam2022@gmail.com

DELTA EPSILON PI NATIONAL GERMAN HONOR SOC.***Mrs. Hartmann, Room 214***

The requirements for admission are: students must have at least 4 consecutive semesters of German (i.e. 2 years of consecutive study), they must be in German II or above at the time of admission, maintain a 3.6 average GPA in German during those 4 semesters and a 3.0 overall GPA as well. Students must submit a valid transcript or copies of their report cards to Mrs. Hartmann, who will determine if a student has met the eligibility requirements. Those who are eligible will be invited to attend the Foreign Language Honor Societies' Induction Ceremony, where they will officially become members. The ceremony is usually held in May. Students will be honored for their achievements and will each receive a membership certificate and a graduation honor cord.

DRAMA CLUB***Ms. Ambrose, Room 103***

This organization works on the different productions of the fall play and spring musical. There are excursions to theater outings as well as a service-oriented project. Through drama club participation, students may accumulate points toward induction by invitation to the International Thespian Society.

ENGINEERING CLUB***Mrs. Strosko, Room 209***

The Canon McMillan Engineering Club invites, motivates, and encourages high school students to explore the many fields and disciplines in engineering. The club provides opportunities for members to experience engineering beyond what is discussed in the classroom; learn about and study career opportunities in the varied fields of engineering; provide service for the betterment of their community; discover and pursue connections within the larger engineering community; and develop leadership and communication skills.

ENVIRONMENTAL AWARENESS CLUB***Mrs. Geist, Room 235***

The CM Environmental Awareness Club is open to all students interested in environmental issues. We participate in several clean-up and recycling events in our community throughout the school year. Our goal is to educate others about important environmental issues and to volunteer our time to help keep our environment a cleaner, healthier place to live.

ESPORTS***Mr. Klebanski, Room 104***

The vision of Esports at Canon-McMillan High School is to provide all students in grades 9-12 the opportunities to find a role in exploring and playing video games at competitive levels. Our club is an inclusive community; one of our goals is to create a space in which all students feel comfortable sharing their passions for gaming. Members also receive opportunities to learn about

post-secondary careers in the Esports industry, such as gamer, coach, streamer, event organizer, tournament director, marketing, and technology support. We field competitive teams in many popular Esports titles, such as Super Smash Bros. Rocket League, Mario Kart, and many others. Competitive teams practice and play weekly, while club meetings are held monthly for all members.

FLAG CORPS

Mr. Falvo, Room 307

Students in grades 9 through 12 who are interested in becoming members of the Flag Corps, an auxiliary marching unit, should listen for announcements concerning tryouts, which are held in the spring. Membership on the squad is competitive. In addition to individual squad practices, the Flag Corps also practices and performs with the marching band during the summer and throughout the year. Students interested in joining the band auxiliary unit squads may see Mr. Falvo in Room 307.

FUTURE MEDICAL PROFESSIONAL'S CLUB

Ms. Fazio, Room 216

The Canon McMillan Future Medical Professional's Club invites, motivates, and encourages high school students to explore the many fields and disciplines in medicine. This club will provide fun, authentic, hands-on opportunities for members to: experience medicine beyond what is discussed in the classroom, learn about and study career opportunities in the varied fields of medicine, provide service for the betterment of their community, discover and pursue connections within the larger medical community, and develop leadership and communication skills

GSA

Ms. Krebs, Room 130

GSA, or the Gay Straight Alliance, is an organization that unites LGBTQ+ and allied youth to build community and organize around issues impacting them in their schools and communities. The club strives to be a place where all students feel welcome and safe to express themselves. Our club focuses on social opportunities as well as awareness and activism. All students are welcome grades 9-12.

GERMAN CLUB

Mrs. Hartmann, Room 213

The German Club presents students with opportunities to enhance their study of the German language and culture by offering a variety of experiences including field trips, language competition, cultural activities and foreign travel.

HOCKEY

Mr. Lamberger

The C-M hockey club is open to students in grades 9-12 wishing to participate in this extracurricular activity. Practices occur after school and competitions are a part of the club's agenda.

INTERNATIONAL THESPIAN SOCIETY

Ms. Ambrose, Room 103

The International Thespian Society is an honorary society that a student is invited to join only after earning a certain number of "points" (set by the society). These points indicate that the student is active in various aspects of the theater. A student must remain active in order to

maintain membership. At the accumulation of 100 thespian points, students are permitted to wear honor cords at commencement exercises.

LA SOCIETE HONNAIRE DE FRANCAIS

Mr. Cox, Room 239

The French Honor Society strives to develop an understanding and appreciation of French culture and civilization through the study of the language and interaction with the culture. Membership is open to students in grades 11 and 12 who are actively engaged in the study of French and are enrolled in at least the fourth year of French. Members must have an average of A- or higher in French and a cumulative average of B- or higher in all other subjects.

LATIN CLUB

Mr. Montini, Room 226

Membership in the Latin Club is open to students who maintain a C average or better in Latin classes. Activities include meetings, projects, field trips, and excursions to Rome.

LE CLUB FRANCAIS (FRENCH CLUB)

Mr. Cox, Room 239

Le Club Francais (French Club) provides students of French with opportunities to use the French language outside the classroom setting, to come in contact with the customs and lifestyles of the people of the francophone world, and to experience foreign travel. The organization also serves as a liaison between the French classroom and the community. Students of French in grades 9 through 12 are eligible.

LIFE

Mr. Heirendt, Room 101

The C-M LIFE club is a student-led prayer organization. It is open to students in grades 9-12 wishing to participate in this extracurricular activity.

LOVE YOUR CULTURE

Mr. Bunting

The Love Your Culture Club is open to all students in grades 9 through 12. Officers are elected yearly, and meetings are held at least once a month. The club educates students about various cultures and encourages students to discuss issues that are involved in today's society. A key objective of this organization is to inspire students to set and attain goals in academics, citizenship, service and athletics.

MAJORETTES

Mr. Falvo, Room 307

The majorettes, a performing and marching unit, practice individually as a squad and also practice and perform with the band during the summer and throughout the year. Membership on the squad is competitive. Tryouts are held in the spring. Students interested in joining the band auxiliary unit squads may see Mr. Falvo in Room 306.

NATIONAL HONOR SOCIETY

Mrs. Rubican, Counseling Dept

The National Honor Society is open to juniors and seniors who have a cumulative QPA of 3.7 or better and who have demonstrated good character as well as leadership and evidence of community service. After induction, members are required to maintain their 3.7 average and to

continue to serve the school and community through volunteer programs. Participation is based on initial academic eligibility, followed by completion of an application beginning in the third quarter of the year.

NATIONAL ART HONOR SOCIETY

Ms. Stauffer, Room 128

The purpose of the Canon-McMillan High School National Art Honor Society (NAHS) is to: Ensure that those students who have shown outstanding ability in art are recognized, foster excellence and a dedicated spirit to the pursuit of art, further creative abilities and talents of the Society's members, aid members in working toward the attainment of their highest potential in an art area, bring art to the attention of the school and the community, increase an awareness of art in relation to other areas of the school curriculum and further aesthetic awareness in all aspects of the school's total program.

NO PLACE FOR HATE

Ms. Pankiewicz, Room 135

CMHS partners with the Anti-Defamation League for the club, No Place for Hate. No Place for Hate celebrates diversity and fight bias, discrimination and bullying in schools.

SADD

Mrs. Humbertson, Counseling Dept

SADD is an inclusive organization open to all students who seek support for a healthy and safe environment. SADD's mission is to empower young people to successfully confront the risks and pressures that challenge them throughout their daily lives.

SCIENCE CLUB

TBD

The Science Club provides activities and demonstrations in science areas not addressed by the other special focus science clubs. The topics are determined by club members each year, but may include areas such as aeronautics/rocketry, astronomy, electricity/electronics, light/optics, sound, etc. The club also provides links to science competitions, such as the Science Olympiad, Science Bowl, and Pennsylvania Junior Academy of Science. The club join code is WGNGW-5TSGR

SHOUT CLUB

Mrs. Crago, Room 231

SHOUT stands for Social Handprints Overcoming Unjust Treatment and their goal is to help foster and celebrate diversity, inclusion, and equity in CM's school and local community. SHOUT is completely student-run and collaborates with students in SHOUT chapters in neighboring districts.

SKI CLUB

Mrs. Bellino, Room 111

The Ski Club provides an opportunity for students in grades 9 - 12 to ski or learn to ski throughout the winter. Ski trips are held during non-school hours, usually at Seven Springs. Students are responsible for all costs, including transportation by bus from and back to the high school. Because each of these excursions is considered a student trip, students should check the Student Handbook for specific requirements.

SOCIEDAD HONORARIA HISPANICA

Mrs. Mannarino, Room 131

The Spanish Honor Society is an organization that promotes the study of the Spanish language as well as an understanding of Hispanic cultures. Membership is open to all students in level III or above who have attained a 3.6 GPA in Spanish.

SPANISH CLUB

Mrs. Mannarino , Room 131

The Spanish Club presents students with opportunities to enhance their study of the Spanish language and culture by offering a variety of experiences including field trips, cultural activities and foreign travel. The club participates every year in the Jack-O-Lantern Jog in October. Celebrations are held for Dia de Los Muertos (Day of the Dead) and Christmas with traditional food and piñatas. In May, the students attend the Spanish Dinner Cruise on the Majestic. In addition, the club supports a Foster Child in Honduras and has contributed to help the World Hunger Crisis. The Spanish Club also participates in the annual Language Club Dodgeball Tournament.

STUDENT COUNCIL

Ms. Miles , 2nd Floor Gold LGI Room

Student Council is an organization that acts as the student government. Each grade level is represented, with the Senior Class providing the four club officers. Students on the Council are responsible for many of the activities within the school. They host the Open House reception for parents, sponsor assemblies, and represent the school at meetings with other districts. The officers represent the high school at the monthly school board meetings and have a variety of fundraising activities that support their Santa Fund, through which they buy clothes and toys for disadvantaged students within the district for Christmas. They not only collect money, they purchase, wrap and deliver the presents. The Student Council is also involved in the Washington County United Way Caring Program. This is a highly motivated, hard working group. They accept the help of any student who wants to assist them in their projects. They welcome all workers!

TSA

Mr. Maisner, Room 300

The purpose of the Technology Student Association club is to enhance what is being taught in the academic arena: the technologies of our times. Members have the opportunity to compare their technology competencies with those of other students through local, regional, state and national competitions of the Technology Student Association (TSA). This club provides opportunities for leadership development and promotes technology education in the school, community, state and nation. Students participate in such activities as bridge building, computer graphics, desktop publishing and problem solving activities. All Canon-McMillan students in grades 6 through 12 are welcome to become active in TSA activities. TSA is active in both the middle and high school.

YEARBOOK

Ms. Klinger, 2nd Floor Gold LGI

Membership on the yearbook staff is open to any student in grades 9 through 12. Staff members are responsible for putting together what most students will later consider their most cherished memento of their high school years. Duties of staff members include design, layout, photography, writing articles, typing, selling ads, identifying and captioning photos, and taking book orders. Due to the size and scope of the yearbook, all of the above cannot possibly be accomplished by

working only during activity periods. Only students' who are available to work after school, at least during part of the school year, should seriously consider becoming staff members.