

# **Charleroi Area Middle School Student Handbook**



**2024-2025**

100 Fecsen Drive  
Charleroi, PA 15022

School Website: [www.charleroisd.org](http://www.charleroisd.org)

Middle School 724-483-3600  
Middle School Fax 724-489-9128

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**CHAIN OF COMMAND**  
 When You Have a Question or Concern  
 The Charleroi Area School District Chain of Command

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

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

## Alma Mater

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

### Bill of Rights

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

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

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

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

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

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

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

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

## **Vision Statement**

The Charleroi Area School District is committed to welcoming a variety of learners into our school community to celebrate diversity, promote acceptance, and encourage them as they scaffold their way to success. Students will develop their talents, critical thinking, and technology skills by actively engaging in the learning process. Continuous commitment to improvement ensures that our students are well-rounded, self-directed, lifelong learners. By maintaining a safe and optimum learning environment, we provide the opportunity for students to be successful. Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission by promoting high standards and expectations.

## Middle School Bell Schedules

### Regular Schedule

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

### 2 Hour Early Dismissal (Thanksgiving & Christmas)

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

### 1 Hour Early Dismissal (Labor Day, Easter, Memorial Day)

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

### 2 Hour Delay Schedule (Staff Development Days)

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

## 2024-2025 School Calendar

### August

- 22 First Student Day
- 30 One Hour Early Dismissal

### September

- 2 No School-Labor Day
- 25 Two Hour Late Start-Professional Development

### October

- 23 Two Hour Late Start-Professional Development
- 24 End of First Nine Weeks

### November

- 11 Veterans Day – No School
- 12 No School-Parent Conference Day
- 26 Two Hour Early Dismissal
- 27-Dec 1 Thanksgiving Break

### December

- 20 Two Hour Early Dismissal
- 23-Jan3 First Day of Winter Break

### January

- 4 Students Return from Winter Break
- 17 End of First Semester
- 20 No School-Martin Luther King Jr. Day
- 29 Two Hour Late Start-Professional Development

### February

- 17 No School-Presidents Day
- 26 Two Hour Late Start-Professional Development

### March

- 10 Staff Development/No School
- 26 End of Third Nine Weeks

### April

- 16 Two Hour Early Dismissal
- 17-21 Spring Break/No School

### May

- 23 One Hour Early Dismissal
- 26 No School-Memorial Day

### June

- 3 Last Day of School-Early Student Dismissal-Commencement

## Directory

### Administration

Dr. Ed Zelich	Superintendent of Schools
Mrs. Carla Herrnberger	Program Director
Mr. Joseph Gudac	Business Manager
Mr. Rob Lenhart	Director of Transportation

### Board of School Directors

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

### Charleoi Area Middle School

Mr. Steven Shields	Principal
Mrs. Deb Raicos	Middle School Secretary
Mrs. Amy Nelson	Assistant Principal/Student Services
Ms. Tara Johnson	Guidance Counselor
Mrs. Brittany Wagner	Guidance Counselor
Mrs. Dana Cannon	School Nurse
Ms. Coleen Krenichen	Director of Technology and Innovation
	Athletic Director
Mrs. Karen Wagner	Receptionist/Attendance Clerk
Mrs. Shannon Katona	Director of Food and Nutrition
Ms. Ashley Garlick	School Psychologist

### Support Services

CARE Center-724-684-9000 Ext.4595  
CASSP-724-228-6669  
Children and Youth-724-228-688  
Comprehensive Substance Abuse Services – 724-853-7550  
Intermediate Unit I – 724-938-3241  
Monongahela Valley Hospital – 724-258-1000  
Try Again Homes – 800-245-4453  
Washington Drug and Alcohol 724-223-1181  
Washington Hospital Teen Outreach Services – 724-222-2311



## **Middle School Teachers**

### **6th Grade Team**

Mrs. Katie Barbero -Reading  
Ms. Janet Desak -Social Studies  
Mrs. Abby Slavick -ELA  
Mr. Yancy Sobek - Science  
Mrs. Natalie Wiltz - Math

### **7th Grade Team**

Mrs. Brandi Christie - ELA  
Ms. Valerie Higinbotham - Math  
Mrs. Sharon Markovich - Science  
Ms. Kim McGinity - Reading  
Mr. Chad Pappasergi - Social Studies

### **8th Grade Team**

Mrs. Rachel Anderson - ELA  
Mr. Will Berkovitz - Reading  
Ms. Tiffeni Furman - Social Studies  
Mrs. Laurie Lash - Math  
Mrs. Soni McClelland - Science

### **Special Education Team**

Mrs. Donna Jo Ball - Emotional Support  
Mrs. Jena King - Math  
Mrs. Joell Miller - Reading  
Ms. Alaina Millick - ELA  
Mrs. Michelle Paul - Life Skills

### **Unified Arts Team**

Mrs. Anjela Bench - Engineering  
Mrs. Diana Byham - Digital Citizenship  
Ms. Vanessa DiCianna - Library  
Mr. Mike Flaherty - Art  
Mr. Dan Geffrey - Band  
Mrs. Denise Gross - MakerSpace  
Mr. Luke Mollis - Wellness  
Ms. Beth Noble -Wellness  
Mrs. Laura Shipley - Music Appreciation, Chorus  
Mrs. Sara Pappasergi - REACH

## **Responsibilities and Expectations of Students**

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

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

## **Attendance Policy (Policy 204) Revised 02/2023**

### **Purpose**

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

### **Authority**

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[2][3][4][5][6][7]

### **Definitions**

**Compulsory school age** shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than six (6) years of age, until the student reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

**Person in parental relation** shall mean a:[8]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.

3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

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

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.<sup>[8]</sup>

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.<sup>[1][11]</sup>

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

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

1. Govern the maintenance of attendance records in accordance with law.<sup>[12][13]</sup>
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

### **Guidelines**

#### **Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.<sup>[2]</sup>

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.<sup>[2][5][14][15][16][17][17][18][19]</sup>

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.<sup>[3][4][20]</sup>
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.<sup>[2][21]</sup>
3. Students attending college who are also enrolled part-time in district schools.<sup>[22]</sup>
4. Students attending a home education program or private tutoring in accordance with law.<sup>[2][17][23][24][25][26]</sup>
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.<sup>[2]</sup>
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.<sup>[4]</sup>
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.<sup>[4][15]</sup>

### Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3]  
Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[3]
2. Quarantine.
3. Family emergency.
4. Recovery from accident.
5. Required court attendance.
6. Death in family.
7. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]
8. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
9. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[27]
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:[3][28]
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Superintendent or designee.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.[3][6][29]

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

#### *Temporary Excusals*

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

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[2][14][17]
2. Students participating in a religious instruction program, if the following conditions are met:[27][30]
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[20]

#### *Parental Notice of Absence*

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

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

### Unexcused/Unlawful Absence

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

An out-of-school suspension may not be considered an unexcused absence.[8]

*Parental Notification –*

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

Enforcement of Compulsory Attendance Requirements

*Student is Truant –*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[31]

The notice shall:

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

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

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[31]

*School Attendance Improvement Conference (SAIC) –*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[31]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services

The following individuals shall be invited to the SAIC:[8]

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

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[31]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[31]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[31]

*Student is Habitually Truant –*

When a student under fifteen (15) years of age is habitually truant, district staff:[32]

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[32]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[32]

1. Refer the student to a school-based or community-based attendance improvement program; or

2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[32]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[32]

*Filing a Citation* – A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[33]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[33]

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][34][35][36]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][34][36]

#### Discipline

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

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

1. After five (5) cumulative absences:
  - a. First notice for excessive absences letter will be sent home to parent(s) or guardian(s)
2. After ten (10) cumulative absences:
  - a. Second notice excessive absences a letter will be sent home to parent(s) or guardian(s)
  - b. Only doctor's excuses will be accepted for absences after the 10<sup>th</sup> absence
  - c. Driving and parking privileges will be revoked
3. After fifteen (15) cumulative absences:
  - a. Student attendance at school sponsored activities revoked.
  - b. Parent(s) or guardian(s) meeting scheduled.

The PA Department of Education considers a child habitually absent from school once they reach 18 total absences, excluding medicals. Please make every effort to stay under 18 days. Also, research indicates that there is a positive and statistically significant relationship between student attendance and academic performance and other student outcomes (Hein et al., 2013; Chang and Romero, 2008; Allensworth et al., 2014; Balfanz et al., 2007).

Additionally, no student vacation or field trip form will be approved if the days missed exceed the allowable number of parent excuses. This will also apply to vacation requests during PSSA/Keystone testing as the state expects every student to participate in the exams.

#### **Tardies/Early Dismissals**

**Students are considered tardy if they arrive at homeroom after 7:33.**

#### Tardiness to School

Tardies shall be treated as unlawful until the district receives a written excuse within three (3) days after the tardiness

explaining the tardiness, to be submitted upon arrival to school.

A maximum of ten (10) cumulative lawful tardies verified by parental notification shall be permitted during a school year. All tardies beyond the ten (10) cumulative days shall require an excuse from a licensed physician.

#### Excused Tardies

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

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

#### *Unexcused Tardiness*

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

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

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

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

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

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

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

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

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

##### **C.. Medical/Court Tardiness**

1. Students may be tardy for medical appointments and court dates.
2. These tardies will not count against the student AS LONG AS a medical excuse or a copy of the court subpoena is turned in.

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

In order to request an early dismissal a student must:

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

## **Make-up Work**

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

## **Perfect Attendance**

Students will not be considered for perfect attendance for the following excuses: Parent/guardian notes, family trips, Take Your Child to Work day, excessive tardies and excessive early dismissals with parent note only.

## **Student Conduct and Discipline Policy (Policy 218.3) (Revised 5/2022)**

### **Purpose**

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

### **Authority**

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the district.[1][2][3][4][5]

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[1][2][4][5][6][7][8][9]

The Board shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable.[9][10]

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct and district rules and regulations.[11]

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.[12]

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.[7][12]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[5][7][13][14][15][16]

### **On and Off-Campus Activities**

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:[3]

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;



3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;
4. The conduct involves the theft or vandalism of school property; o
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

### **Delegation of Responsibility**

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

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be included in student handbooks and on the district website.[1][8]

The building principal shall have the authority to assign discipline to students, subject to Board policies, administrative regulations, the Code of Student Conduct and school rules, and to the student's due process right to notice, hearing, and appeal.[7][12][17][18]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.[17]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[11]

### **Referral to Law Enforcement and Reporting Requirements**

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[19][20][21]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16][19][20][22][23][24]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[16][19][25] In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[16][20][26][27][28][29]

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[30][31]

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

## **Suspensions/Expulsions (Policy-233) Updated 02/2023**

### **Purpose**

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

### **Authority**

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

### **Guidelines**

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

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[1][7]

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

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[1][6]

Informal hearings under this provision shall be conducted by the building principal/assistant principal or person in charge of the school.

#### **Purpose of Informal Hearing**

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

#### **Due Process Requirements for Informal Hearing**[6]

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

#### **Exclusion From Class - In-School Suspension**

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

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

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

#### **Expulsion**

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

#### **Expulsion Hearings**

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

The formal hearing shall observe the due process requirements of:[6]

Notification of the charges in writing by certified mail to the student's parent/guardian.

1. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
2. The hearing shall be private unless the student or parent/guardian requests a public hearing.
3. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
4. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
5. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
6. The right to testify and present witnesses on the student's behalf.
7. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
8. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking their rights under the Individuals with Disabilities Education Act (IDEA)
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury
9. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### Adjudication

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

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

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

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

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

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

#### Attendance/School Work After Expulsion

Students who are under eighteen (18) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[1][10][11]

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

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

#### Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]

#### Delegation of Responsibility

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

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[14]
2. Procedures that ensure due process when a student is being deprived of the right to attend school

3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15][16]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

### **Controlled Substances/Paraphernalia** *(Policy-227 Revised 5/2022)*

#### **Purpose**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

#### **Definitions**

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

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

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

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

#### **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

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

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

#### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.[14]

#### **Delegation of Responsibility**

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

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[15][16][17]

2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

### **Guidelines**

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][18][19]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][15][16][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][20][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][16]

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

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

### **Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[18]

### **Reasonable Suspicion/Testing**

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

### **Academic Integrity**

Academic integrity indicates an ability to meet and face issues creates an atmosphere of trust, respect, and security and is encouraged at all levels. In addition, it is essential in an academic community that grades accurately reflect the achievement of the individual student.

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

1. Obtaining help from another student during examinations.
2. Knowingly giving help to another student during examinations.

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

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

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

**NOTE: Academic integrity offenses will be dealt with on a yearly basis. Any member of the Junior National Honor Society will need to meet with the advisors to determine their penalty.**

### **Athletic Eligibility**

A student is eligible to compete inter-scholastically if he/she meets the following:

1. Upon reaching 9<sup>th</sup> grade, a student will have eligibility for eight consecutive semesters. If a student repeats a grade after reaching 9<sup>th</sup> grade, he/she will not be able to compete in the fifth season even if he/she opts not to compete in one of the prior seasons.
2. A student must have passed at least four full-credit subjects, or the equivalent, during the previous marking period. In cases where a student's work in any preceding marking period does not meet the above standards, the student shall be ineligible to participate for at least 15 school days of the next marking period beginning on the first day report cards are issued. At the end of the school year, the student's final credits rather than the credits for the last marking period shall be used to determine eligibility for the next marking period.
3. Weekly academic evaluation – Any athlete that is failing two or more subjects will be declared ineligible for one calendar week (Sunday-Saturday).
4. Student-athletes must be in school by 10:45 a.m. on the day of the contest.
5. A student must not miss 10 or more school days during the semester or previous semester.

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

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

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

### **Backpacks**

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

### **Bullying/Cyberbullying** (*Policy 249 Revised 05/2019*)

### Purpose

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

### Definitions

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

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

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

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

### Authority

The Board prohibits all forms of bullying by district students.

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

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

### Delegation of Responsibility

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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

District administration shall annually provide the following information with the Safe School Report:

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

### Guidelines

The Student Conduct and Discipline Code, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

### Education

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

### Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.

5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

## **Bus Rules and Regulations**

**All school policy rules and regulations are in effect on buses and at bus stops:** 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.

1. Students must ride the bus to which they are assigned AND get on and off at their assigned stop.
2. 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.
3. Students must enter and leave the bus through the front door: Emergency exits are to be opened for emergencies only.
4. Except for ordinary conversation, classroom conduct is expected: This includes courteous behavior with no profane or abusive language and treating the driver with the respect that is expected in the building.
5. 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. Students are to refrain from eating, drinking, and/or chewing gum on the bus.
7. Students are expected to keep the bus clean and free from damage. Students will be held financially responsible for damage done to the bus.
8. Students are expected to keep the aisle clear: Students will keep the aisles clear of items such as gym bags, projects, instruments, etc.
9. Students are expected to refrain from any activity that could interfere with the safety of the other students and the driver.

**Bus Passes:** 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 with a written request from the parent/guardian. Bus passes must be obtained from the greeter during homeroom.

## **BUS DISCIPLINARY PROCEDURES AND ACTIONS**

All student offenses involving discipline must be submitted in writing by the driver to the director of transportation. If necessary, the director of transportation will forward the referral to the correct administrator. The administrator will investigate the incident and follow the district policies and procedures while determining consequences, if warranted.

## **Bus Transportation Audio/Video (Policy 810 Revised 09/2017)**

### Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

### Definitions

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of pre primary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre primary, primary or secondary school students while



registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.

#### Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

#### Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.
2. This policy is posted on the district's publicly accessible website.
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.

#### Guidelines on Recordings

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

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

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

### **Cafeteria and Breakfast/Lunch**

Every student is assigned to one lunch period; therefore, you are to be in the cafeteria only during your assigned time. All students must eat their lunches in the cafeteria whether they purchase or bring all or part of their lunch. Students are not permitted to order food from outside venues. The only outside lunch students may have are lunches from home, or a parent/guardian brings the lunch to them.

You may be sociable but must cooperate with the instructions of the cafeteria supervisors. After eating, students need to clean up their table, throw their garbage away, and push in their chairs. Make sure to pay all cafeteria fines/fees in a timely manner. Failure to follow cafeteria rules will result in disciplinary action.

### **Charleroi Online Learning Academy**

The Charleroi Online Learning Academy is the Charleroi Area School District's Cyber School. The program follows the school district's curriculum and students will receive a CASD diploma upon completion of graduation requirements. Please visit the district webpage for enrollment and information. If you have any questions about the Charleroi Online Learning Academy, please contact Mrs. Amy Nelson, MS/HS Cyber Coordinator at 724-483-3509 ext. 3050.

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

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

Intentionally altering the files and/or hardware on the district computers disrupts the learning of other students and can be costly and time-consuming to repair. The school district views such tampering as vandalism. Discipline for all acts of vandalism will be in accordance with the school discipline code/procedure and may include removal from courses, loss of privileges, suspension from school, payment and/or reimbursement of repair costs for damaged equipment and/or expulsion from school.

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

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

All students must comply with the following expectations:

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

## **Concussion Plans**

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

## **Dances**

1. School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting.
2. Students are to behave appropriately while on the dance floor: No inappropriate or suggestive dancing will be allowed; no bending over or squatting down to the floor; and all students must be upright at all times.

## **Dating Violence (Policy 252)**

### Purpose

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

### Definitions

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

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

Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.

Guidelines

Complaint Procedure

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher. The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation. If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Conduct and Discipline Code. If a possible violation of the district's harassment policy is implicated, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations.

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

This policy on dating violence shall be:

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

Dating Violence Training

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

Dating Violence Education

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

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

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.

**Deliveries**

Students who receive special deliveries (flowers, gifts, etc) will be held in the office and will be distributed at the end of the day. Students should remain in class therefore if the gift can wait until the student gets home that would be greatly appreciated. Food deliveries are not permitted. If a student forgets his/her lunch and the parent delivers, it will be kept at the front desk until lunch time.

**Dress Code (Policy 221)**

Purpose

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

Authority

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

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

#### Delegation of Responsibility

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

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

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

**•Pursuant to Board Policy 221, no student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, constitutes hate speech, or demeans or degrades another because of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability.**

#### **Examples of Appropriate Attire:**

- Undergarments should not be exposed.
- All Clothing must have a length of mid-thigh or below. Skirts and shorts must be at or below the fingertips when arms are fully extended.
- Tank tops, muscle shirts, halter tops, bare chests or midriffs, half shirts, spaghetti straps, or shirts and dresses without sleeves or that are backless are not permitted.
- Hoods, hats, bandanas or other head coverings are not permitted to be worn in the building and should be left in the student's locker. An exception to the wearing of headwear may be granted to an individual student by the administration for medical or religious reasons. No hats and no hoods may be worn in the hallways.
- Blankets and earmuffs are not allowed to be worn in school.
- Shoes are to be worn at all times. No shoe skates are permitted.
- Hanging chains and dog collars are not permitted.

Students may be required to wear certain types of clothing while participating in physical education classes, practical arts, vocational/technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

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

**Students will be asked to change into proper attire. If no change of clothing is available, parents will be contacted to bring appropriate clothing. If parents cannot be reached, the student will need to obtain appropriate clothes from the Harvest Bounty room or spend the day in ISS. Additional consequences will be assigned for repeated dress code violations.**

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

#### **Electronic Devices (Policy 237) SC 13127.1**

##### **Purpose**

The Board adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees, while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.

##### **Definition**

**Electronic devices** shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

## **Authority**

### **Authorized Use of Electronic Devices**

The Board authorizes silent use of electronic devices by district students during the school day in district buildings, on district property, while students are attending school-sponsored activities and during the times students are under the supervision of the district, when they are in compliance with this policy, other Board policies, administrative regulations and rules, so long as such use does not interfere with the students' educational requirements, responsibilities, duties, performance, the rights and education of others, and the operation and services of the district.[4][5][6]

Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board directs that electronic devices may be used in authorized areas or as determined by the building principal as follows:

1. For educational or instructional purposes, as determined and supervised by the classroom teacher.
2. Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by the classroom teacher.
3. When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[2][3]

The district shall not be liable for the loss, damage or misuse of any electronic device

### **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

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

### **Guidelines**

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.[4][7][8]

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

### **Electronic Images and Photographs**

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

### **Extracurricular Activities**

The middle school has a number of clubs, organizations, and athletic teams. Students are encouraged to participate in one or more groups of interest. However, students must be aware that every club, team, and organization has specific

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

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

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

Students must have field trip eligibility and parental permission form filled out, approved, and returned to the teacher prior to the field trip. The teacher or sponsor responsible for the trip will distribute these forms. All classroom teachers' signatures approving the student going on a field trip must be completed. Classroom teachers have the right to deny a student the privilege of going on a field trip if that student has excessive absences, or if the academic performance is not satisfactory at the time of the trip.

1. If the student is not eligible for a field trip for any of the above reasons then the student may not attend the event.
  - a. Attendance - Students absent from any class in excess of ten times per semester, regardless of reason, will be excluded from field trip participation.
  - b. Academics - Students academically failing ANY class will not be permitted to attend any field trip during the time the grade remains failing.
2. Any student who goes on a field trip is responsible for getting the work ahead of time for classes he or she will miss.
3. The student is responsible for turning in all work on the same day as those who were in class on the day of the field trip. Also, any homework assigned for the day following the field trip should be prepared by the student and ready to turn in upon returning to class.

**It is the student's responsibility (not the teacher's) to make sure that work is completed and turned in.**

### **Fines**

Fines are issued for various reasons and students should pay their fines as soon as possible. For example, fines are issued from the library, band, cafeteria, failure to return school locks or lost textbooks,, etc. Fines follow the students' through their school career. A student may not receive a diploma upon graduation if there is an outstanding fine.

### **Fire Drills**

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

### **Grading Scale**

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

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

**52%** is the lowest grade reported on the report card for the first three grading periods, unless permission is obtained from the Building Principal and/or his designee. The Principal or his designee will contact the parent or guardian.

During the fourth nine weeks students will receive the grade they earn (0-100). Each teacher has the opportunity to record up to three (3) comments for each student in each class.

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

## **Guidance**

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

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

## **Hall Passes**

No student shall be in the hall during regular class time without a hall pass. Passage shall be by the shortest and quickest route practicable without stopovers at other points or without bothering other classes in session. Failure to obtain a hall pass will result in disciplinary action up to and including suspension.

## **Homelessness**

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

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

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

If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school. You may also contact Adam Brewer, Homeless Liaison at 724-483-3509 ext. 3089. If your living situation changes during the school year, and you and your children become homeless, please be sure to contact your school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

## **Homework and Assignments**

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

## **Honor Roll**

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

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

## **Library/Media Center**

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

You must arrive at the library within 3 minutes of the time that your teacher e-signs you in. When you arrive at the library, place your card on the circulation desk. When you are ready to return to your class or study hall, the librarian will e-sign you out. All students must return to their point of origin before the end of the period. During homeroom if you choose to report to the library, you must remain in the library until the bell rings to end the homeroom period. All materials borrowed from the library must be checked out at the circulation desk. All materials must be returned at the circulation desk. Materials will not be loaned to students with overdue materials or unpaid overdue fines.

#### Literacy Café

The literacy café, located in the library, provides students with the opportunity to purchase snacks and drinks in a café setting. Students may visit the café during their study halls. Students must use the Inclusive pass in order to visit the café. The café will stop serving snacks/drinks with approximately 10 minutes left in each class period.

### **Lockers**

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

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

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

#### Locks

Students must have a school-issued lock on their locker at all times. Students must also lock their gym locker. The school is not responsible for lost articles from lockers.

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

#### **Purpose:**

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

#### Guidelines:

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

1. Signs will be posted at the building entrances, in each classroom, and on bulletin boards throughout district schools indicating that all students and persons entering onto school property or attending a school event may be subject to a metal detector search or other security screening.
2. Notification of the metal detector search and security screening procedure will be provided to each student's family and district employee on an annual basis.
3. Notification of the metal detector search and security screening procedure will be provided to each student on an annual basis.
4. Security screening and metal detector searches will be conducted on a daily basis at the Middle and High Schools, and at the Elementary Center as determined to be needed by the Superintendent or his/her designee.



5. Security screening and metal detector searches may be conducted at the district's discretion during school-sponsored, school-sanctioned, or after-school events such as school dances, the Prom, or athletic events.
6. Any person who cannot be subject to a metal detector search due to a medical condition or device shall be subject to a pat-down search upon appropriate notification of the medical restriction to a school resource officer or district personnel.
7. The Charleroi Area School District school resource officers will provide training for other security officers and district personnel involved in metal detector searches.
8. The Charleroi Area School District administrative, professional, and support staff will provide student supervision during security screening and metal detector search.

#### Procedure

For all persons subject to security screening and/or a metal detector search pursuant to this policy, they shall first be required to place all book bags, handbags, and other hand-carried items on a table for visual screening by authorized district personnel.

Persons subject to a metal detector search will then empty their pockets and place items contained therein on a tray or in a basket, and then shall be directed to proceed through the walk-through metal detector.

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

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

1. All students entering the Middle/High School Building on Instructional Days shall be subject to security screening procedures and/or metal detector searches.
2. Any student who commutes via private vehicle shall be required to enter the Middle/High School Building through a designated security entrance (normally the main entrance) and be subject to security screening procedures and metal detector search.
3. Any student who arrives to the Middle/High School Building via district provided vehicle (i.e., bus, van, etc.) shall be randomly selected, by district provided vehicle, to enter the Middle/High School Building through the designated security entrance and be subject to security screening procedures and metal detector search, said random selection being determined by the Superintendent or designee; all other students shall be directed to enter the Middle/High School Building through an alternate entrance as determined by the Superintendent or his designee.
4. Any student who attends a classroom or other school-sponsored activity on campus but outside of the Middle/High School Building (including but not limited to auditorium, gymnasiums, amphitheater, technology building, or stadium) shall be subject to the security screening procedures and metal detector search through random selection by class.
5. Any student who, during the course of the instructional day, leaves campus or enters a private vehicle for any reason (including but not limited to vocational technology students) and then attempts to enter the Middle/High School Building during the same instructional day shall be required to enter the Middle/High School Building through the designated security entrance and be subject to security screening procedures and metal detector search.
6. In the discretion of the Superintendent or his/her designee, all students entering into the Middle/High School Building may be subject to security screening procedures and/or metal detector searches at any time, including but not limited to:
  - a. When it has reasonable suspicion to believe that weapons, illicit drugs, or other prohibited objects are in the possession of unidentified students;
  - b. When weapons, illicit drugs, or other prohibited objects have been found on school district property, on school buses or vehicles transporting school district students, or at school functions;
  - c. When violence involving weapons is occurring or has occurred on school district property, on school buses or vehicles transporting school district students, or at school functions;
  - d. In the event of a bomb threat or other emergency.

### **Metal Detector Search Procedure**

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

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

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

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

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

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

### **Nurse’s Office**

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

If an accident occurs, the nearest teacher should be notified immediately.

### *Administering Prescribed Medication (Policy 210) (Revised 10/2016)*

#### Purpose

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

#### Definitions

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

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

#### Authority

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

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.

#### Delegation of Responsibility

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications. All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy. In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care. The Certified School Nurse collaborates with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students. The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist and designated administrators and revised as necessary.

### Guidelines

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

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

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.

### Delivery and Storage of Medications

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

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

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

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

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

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

### Disposal of Medications

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

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

### Student Self-Administration of Emergency Medications

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

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

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

The student shall notify the school nurse immediately following each occurrence of self-administration of medication. Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

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

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

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

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

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

### **Parent/Teacher Conferences**

A parent/teacher conference can be arranged anytime during the school year. There are also special conferences where all involved instructors may work together with parents to solve problems. These special conferences must occur at designated time periods due to scheduling commitments. Please phone the middle school office at 483-3509 to arrange an appointment.

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

#### Purpose

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

#### Definitions

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

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

#### Authority

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

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

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

#### Delegation of Responsibility

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

#### Guidelines

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

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

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form

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

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

#### Transfer Students

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

### **Progress Reports**

Students receive deficiency reports, if warranted, every nine weeks. Deficiency reports are mailed home midway through each nine weeks. These reports make students and parents aware when there is a danger of failing an individual subject. Parents may also request academic updates every few weeks or when needed through the guidance office. **Your child's Sapphire account is available to check your current grades.** Contact the guidance office secretary if you have misplaced your login information.

### **Report Cards**

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

## **School Guests**

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

## **Searches (Policy 226)**

### **Purpose**

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

### **Authority**

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[1][2][3][4]

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[5][6][7]

### **Delegation of Responsibility**

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[3]

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

### **Guidelines**

#### **Individualized Suspicion Searches**

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[3]

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified

by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

#### Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials.

Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

#### Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched. The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

#### Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[8]

#### Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited. No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent

of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

#### Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

#### Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

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

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

At the elementary and secondary level, screening information is used by the Building Principal to address the specific needs of the student and/or to document the need for further evaluation. If it is determined that the child may need additional services the child is referred to the Child Study Team. The team includes the guidance counselor, parent, teachers, principal and other professional staff as warranted. The Team will consult and the necessary adjustments relative to such areas as learning, behavior, and physical performance will be attempted to keep the child involved with



traditional classroom experiences. If the student does not make progress, parents will be asked to give written permission for multidisciplinary evaluation.

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

After the evaluation is completed, and the Evaluation Report (ER) is compiled with parent input and determines if the student has a disability and is in need of special education and related services, an Individual Education Plan (IEP) is developed for those students qualifying the Building Principal/LEA, a special education teacher and a regular education teacher. Other team members may include: the student when appropriate, the school psychologist, public agency representative, other teachers or specialists, other administrative staff, etc. Parents are an integral part of the IEP Team and are encouraged to be physically present at the IEP meeting. The district makes every effort to ensure parent participation. The district notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of parent participation. Parents are then presented with a Notice of Recommended Educational Placement (NOREP) with which they agree or disagree. If parents agree, the IEP is implemented. The content of this notice has been written in English. If a person does not understand any of this notice, or wants further information on screening or evaluation procedures and provision of services to protected handicapped students, he or she should contact the school district's Program Director, Mrs. Carla Hernberger by calling 724-483-3509, ext. 1217.

### **Eligible Student**

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

1. The individual has one or more of the following physical or mental disabilities, as set forth in Chapter 342
  - a. Autism/pervasive developmental disorder
  - b. Serious emotional disturbance
  - c. Multi-handicap
  - d. Neurological impairment
  - e. Other health impairment
  - f. Deafness/hearing impairment
  - g. Physical disability
  - h. Specific learning disability
  - i. Speech impairment
  - j. Intellectually Delayed
  - k. Blindness/visual impairment
2. The individual is determined by an IEP team, based upon recommendations in a multidisciplinary evaluation, to need special education.

### **Student Expression/Dissemination of Materials**

#### **Purpose**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to disseminate nonschool materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.[1]

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of district-sponsored activities (non school materials).

- This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the district, which shall be regulated separately as part of the school district's educational program.

## **Definition**

For the purposes of this policy, **dissemination** shall mean students distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.

**Expression** means verbal, written, technological or symbolic representation or communication.

**Non School materials** means any printed, technological or written materials, regardless of form, source or authorship, that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like.

## **Authority**

### **Limitations on Student Expression**

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:[1]

1. Violates federal, state or local laws, Board policy or district rules or procedures;
2. Is defamatory, obscene, lewd, vulgar or profane:[2]
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;
4. Incites violence, advocates use of force or threatens serious harm to the school or community;
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:[1][2][3][4]

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

### **Dissemination of Nonschool Materials**

The Board requires that dissemination of non school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.[1]

The Board requires that students who wish to disseminate nonschool materials on school property shall obtain approval by submitting them at least three (3) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed non-school materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed non school materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

#### Review of Student Expression

Review of nonschool materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, and apart from regarding time, place and manner, shall not be restricted unless the expression violates some other aspect of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.[5]

#### Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times non school materials may be disseminated in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit dissemination of non-school materials to non instructional times.

When student dissemination of non school materials or other student expression violates this policy, the building principal may determine what if any disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.[6][7]

The Superintendent shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

### **Students and School Property**

Students, not the school, are responsible for their personal property. Therefore, you are cautioned not to bring large amounts of money, or valuables. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. If you disfigure property, break property, or do other damage to school property or equipment, you will be required to make restitution for the damages.

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

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

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

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

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

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

### **Student Assistance Program – Charleroi Assistance Team (Policy 236)**

#### Purpose

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

#### Definition

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

#### Authority

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

#### Delegation of Responsibility

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

#### Guidelines

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

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

### **Tampering with Emergency Equipment**

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

### **Tardies to Class**

Students are expected to arrive to classes on time. For the first four tardies to class, the teacher will assign a lunch detention. For the next four tardies, the teacher will assign three days of lunch detention. Tardies to class beyond that will be a disciplinary referral.

## **Tobacco/Nicotine** (*Policy 222 Revised 08/2019*)

### Purpose

The Board recognizes that tobacco, nicotine, and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

### Definition

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form, including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[1]

For purposes of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

### Authority

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

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

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

### Delegation of Responsibility

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

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

### Guidelines

#### Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable.

The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[10][11][9]

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine, or nicotine delivery products by students to the Office for Safe Schools on the required form.[11][9]

#### Additional Provisions - Tobacco Only

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

## **Withdrawal From School**

When a student leaves school to attend another educational placement, he or she should "check out correctly." When you have completed the withdrawal form from the Guidance Office, you have checked out correctly and are entitled to a clear record from the school. A parent or guardian must accompany all students before the withdrawal is official. All

books must be turned into their teachers and all fines must be paid prior to withdrawal. When this form is completely filled out, you will be officially withdrawn.

## NOTICE OF PRIVACY PRACTICES

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### *Complaint Process*

A parent has the right to file a written complaint with SPPO regarding an alleged violation of his or her rights under FERPA or PPRA. The rights afforded to parents under FERPA transfer to a student when the student turns 18 years old or begins attending a postsecondary institution at any age. The rights afforded to parents under PPRA transfer to a student when the student turns 18 years old or if the student is an emancipated minor (under State law) at any age. Once the rights afforded to parents transfer to a student, parents generally may not file a complaint alleging a violation of FERPA or PPRA.

## NOTICE OF IDENTITY OF PRIVACY OFFICER AND CONTACT PERSON

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

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

Dr. Ed Zelich, Superintendent; Privacy Officer and Contact Person

Phone: 724-483-3509 ext. 1213

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

### **Right to Know**

#### **Regulations 200.61**

The Charleroi Area School District receives Title I funding and is under the regulations of the “No Child Left Behind Act” (NCLB) that was signed into law by President Bush on January 8, 2002.

NCLB requires:

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

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

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

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

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

Dr. Ed Zelich  
Superintendent of Schools

**CHARLEROI MIDDLE SCHOOL**  
**Reward Day**

The Charleroi Middle School will be offering a “Reward Trip” for students who “do the right thing” each year.

Here is how it works:

- 1) Students with NO disciplinary action, less than 3 unexcused absences, and NO “F”s on their report card for the entire school year may attend the end of the year field trip free of charge or for a discounted price (free of charge and discount cost will be determined on fundraising results)
  
- 2) If you have any one of the following for the entire school year:

**YOU ARE NOT PERMITTED TO ATTEND.**

- a) No more than 6 days of Out of School Suspension (OSS), In School Suspension (ISS), or a combination of both
- b) 8 or more days of unexcused absences
- c) 18 or more days of absences (excused or unexcused) for the school year. (Medicals Excluded)
- d) 8 or more discipline referrals total
- e) Failing 2 or more subjects



- If you fall somewhere in between guidelines 1 and 2 you may attend by paying a portion of the cost of the trip. (cost to be determined)

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