

CANON-McMILLAN HIGH SCHOOL



2024

2025

STUDENT HANDBOOK

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CANON-MCMILLAN SCHOOL DISTRICT

MISSION

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

VISION

The vision of the Canon-McMillan School District is to graduate all students with the effective communication, critical and creative thinking skills necessary for success in an evolving global economy.

BELIEFS

We believe as members of the Canon-McMillan community:

- That learning is a life-long process
- That the welfare and education of each individual are the responsibility of all members of the Canon-McMillan community
- That education/learning is a high priority
- That each individual is entitled to the best educational programs and services the district can provide
- That the individuality of each learner must be respected
- That each individual is responsible to learn to his/her maximum potential and achieve the educational outcomes of the Canon-McMillan School District

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

DISTRICT CONTACTS

Superintendent of Schools

Dr. Greg Taranto

Deputy Superintendent

Dr. Scott Chambers

Assistant to the Superintendent

Mr. Ken Crowley

Business Manager

Ms. Joni Mansmann

Special Education

Mrs. Becky Lieb, Director
Mrs. Kelsey Oberly, Coordinator
Mr. Eric Koester, Coordinator

Facilities & Transportation

Mr. Jurdon Maier, Director
Ms. Sarah Jenkins, Transportation Coordinator
Mr. Karl Herald, Facilities Coordinator

Board of School Directors

Mrs. Liz Gump
Mrs. Julie Chandler
Mr. Bernard Price
Mrs. Kathy Cooper
Mrs. Amy Harding
Mrs. Sandra McCall
Mrs. Anne Marie Miller
Mr. Tony Delost
Mr. Justin McKean

CANON-MCMILLAN HIGH SCHOOL

314 Elm Street Extension
Canonsburg, Pennsylvania 15317

Phone: 724.745.1400

Fax: 724.745.2258



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

School Colors

Blue & Gold

School Mascot

Big Mac

A Drug, Tobacco and Alcohol-Free School

CMHS BUILDING CONTACTS

MAIN OFFICE

Ms. Brittany L. Taylor – Building Principal – ext. 5004
Mr. Thomas J. Orr – Academic Principal , A-L– ext. 5010
Ms. Jenna L. Handra – Academic Principal, M-Z – ext. 5003
Ms. Jamie L. Hopkins – Assistant Principal – ext. 5014
Mrs. Denielle Bickmeier – Secretary – ext. 5000
Mrs. Heather Spicer – Secretary – ext. 5001

OFFICE OF STUDENT AFFAIRS

Mrs. Marijke Lucia – Secretary – ext. 5009

SCHOOL COUNSELING OFFICE

Mrs. Kara Buncic – Counselor (Letters A-F) – ext. 5022
Mrs. Shadia DelVitto – Counselor (Letters G-L) – ext. 5027
Mrs. Julie Hughes – Counselor (Letters M-R) – ext. 5020
Ms. Emma Harvey – Counselor (Letters S-Z) – ext. 5021
Ms. Susan Humbertson– Counselor (CTC & 504's) – ext. 5023
Ms. Michelle Wrubleski – Secretary – ext. 5019

NURSE'S OFFICE

Mrs. Kristen Speer – School Nurse – ext. 5013
Ms. Becca Cole – School Nurse – ext. 5012

ATHLETIC OFFICE

Mr. Frank Vulcano – Athletic Director – ext. 5006
Mr. Mike Evans – Assistant Athletic Director – ext. 5002
Mrs. Jackie Jacoby – Secretary – ext. 5007

LIBRARY MEDIA CENTER

Mrs. Julie Shuman – Library Media Specialist – ext. 5243

SCHOOL RESOURCE OFFICER

Officer Eric Spicer – SRO – ext. 5119

SAFETY AND SECURITY

Safety and Security Hotline: 724-873-5244
Safe2 Say: 1-844-723-2729; [Safe2Say website](#)

CANON-MCMILLAN HIGH SCHOOL

BELIEF STATEMENT

Canon-McMillan High School is at a pivotal point for a diverse community of lifelong learners. Our mission is to provide a positive and safe educational environment that promotes individual academic achievement, responsibility to the school and community, and social maturation. We provide an effective transition that promotes opportunities for future success.

VISION STATEMENT

The shared vision of the Canon-McMillan High School, in conjunction with our local communities, is to empower our students to become responsible, well-rounded citizens. We strive to prepare our students for post-secondary success with an emphasis on multi-dimensional learning, including leadership skills, critical thinking, and advanced problem-solving.

In order for Canon-McMillan High School to provide an academically excellent and developmentally responsive environment, we will strive to take the following steps:

1. Create and communicate expectations to students and educators;
2. Create learning opportunities that meet high academic standards;
3. Create a learning environment of life-long learners not only for students but also educators;
4. Develop varied approaches to instruct and assess students' growth and mastery of standards;
5. Establish an effective parent and community support system;
6. Promote open communication with administration, teachers, parents, and students;
7. Foster an environment that is supportive of all individuals in the school;
8. Incorporate technology in the learning environment to promote engagement, collaboration, innovation, and communication, while establishing a global awareness in all students and educators.

In our shared vision we recognize each student's potential as a life-long learner, and we encourage the development of positive character traits such as responsibility, integrity, and accountability.



**EVERY DAY
COUNTS**

Canon-McMillan High School

RAPPORT

ENGAGEMENT

COLLABORATION

INNOVATION

EXPECT
SUCCESS

WELCOME BACK

Dear Big Macs,

I would like to extend a warm welcome to our new and returning families to the 2024-2025 school year! I hope that you had a relaxing and enjoyable summer.

I am thrilled at the opportunity to continue to lead my alma mater as the principal of Canon-McMillan High School. I understand the importance of this role, and I will embrace all opportunities to work together with educators, students, and families. Working together, we can collectively ensure that every student is successful at Canon-McMillan High School. Therefore, our faculty & staff will follow the foundation of T.R.U.S.T., the district motto of "Everyday Counts" and the high school mantra of "Expect Success!"

What is T.R.U.S.T.?

T.R.U.S.T. is a cornerstone of success. This is an acronym that all stakeholders can embrace to ensure success for our students.

T- Talk = Communication is key.

R- Remember = Remember what our role is and why we are here.

U- Unwavering = We must be unwavering in our pursuit of excellence as Big Macs.

S- Secure = We will have each other's back & we all have the same goal in mind.

T- T.E.A.M. = Together Everyone Achieves More.

What does "Everyday Counts" mean?

This is our new district motto that emphasizes the importance of being present, communicative, engaged, respectful and ready to learn every single day to make the most of your educational experience. It is our goal to have student-centered classrooms and to allow student voice in their educational experience. By focusing on the student as an individual, we hope that each student is provided with the necessary skills and resources to not only succeed in high school but also to leave high school with the ability to bring their post-secondary plan to fruition. It is our mission, daily, to meet the needs of our students and to provide them with the foundations for success in all facets of their lives.

Why should we "Expect Success"?

As students transition to CMHS, they come in with the expectation from CMMS to "Expect the Best". Our team believes that it is important to build on that foundation to ensure that our students find success beyond the classroom with their postsecondary plan. Success can look different for everyone but if we strive to do a little better and be a little better every day then our odds of success will grow every year.

What I love about our foundation, our mindset and our motto is that it is a top to bottom expectation. We will utilize this for our administrative team, our staff, our students and our families.

Canon-McMillan High School values our family relationships and realizes that in order for the effective implementation of this initiative, we must work together. The high school years are a critical time for students and families alike. My administrative team and I are elated to work together with all stakeholders to make this school year a remarkable one.

We look forward to building lasting relationships with each and every member of the Big Mac Community.

Respectfully,

Brittany L. Taylor & CMHS Administration





CANON-MCMILLAN HIGH SCHOOL STUDENT HANDBOOK INTRODUCTION

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

The student handbook is revised and updated each year. However, throughout the year circumstances may necessitate additions, changes, and/or adaptations. When possible, students will be made aware of these modifications through announcements. School authorities reserve the right, however, to make decisions, with or without notice, regarding the health, safety, well-being, and protection of students, staff, visitors, and property.

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

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

BELL SCHEDULES

	Regular Bell Schedule	2 Hour Delay	2 Hour Early Dismissal	1 Hour Delay	Half Day Early Dismissal	PM Assembly Schedule
Student Entry/ Breakfast	7:30	9:30	7:30	8:30	7:30	7:30
Warning Bell	7:42	9:42	7:42	8:42	7:45	7:42
Period 1	7:45 - 8:30	9:45 - 10:15	7:45 - 8:15	8:45 - 9:21	7:45-8:02	7:45 - 8:22
Period 2	8:34 - 9:16	10:19 - 10:48	8:19 - 8:48	9:25 - 10:01	8:06-8:23	8:26 - 9:02
Period 3	9:20 - 10:02	10:52 - 11:21	8:52 - 9:21	10:05 - 10:41	8:27-8:44	9:06 - 9:42
Period 4*	10:06 - 10:48	11:25 - 11:54	9:25 - 9:54	10:45 - 11:21	8:48-9:05	9:46 - 10:22
Period 5*	10:52 - 11:34	11: 58 - 12:27	9:58 - 10:27	11:25 - 12:01	9:09-9:26	10:26 - 11:02
Period 6*	11:38 - 12:20	12:31 - 1:00	10:31 - 11:00	12:05 - 12:41	9:30-9:47	11:06 - 11:42
Period 7*	12:24 - 1:06	1:04 - 1:33	11:04 - 11:33	12:45 - 1:21	9:51-10:08	11:46 - 12:22
Period 8	1:10 - 1:52	1:37 - 2:06	11:37 - 12:06	1:25 - 2:01	10:12-10:29	12:26 - 1:02
Period 9	1:56 - 2:40	2:10 - 2:42	12:10 - 12:40	2:06 - 2:40	10:33-11:00	1:06 - 1:42
Students to Gym						1:42 - 2:05
PM Assembly						2:05 - 2:40

OUR PRIORITY IS A SAFE SCHOOL



Perhaps there is no greater challenge today than creating a safe school. Maintaining our schools as tranquil and safe environments for learning requires a strategic commitment. It involves placing school safety at the top of the educational agenda. Without safe schools, educators cannot teach and students cannot learn. Developing and implementing a safe school plan is a critical and essential plan of this process.

School policies and procedures are established to protect both employees and students and to establish a climate conducive to learning.

ALICE PREPARATION

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

We encourage you to talk to your child about the importance of this training and the integral role that our students play in our school's safety. While we understand that it can be difficult to talk about school violence with children of any age, it is important to open and maintain a dialogue with your child about the importance of ALICE training and being prepared.

For some students practicing this drill can initiate fear and worry. Both school personnel and parents can help ease fear by listening and talking about their concerns and establishing a sense of safety and security.

Here are a few things to keep in mind when talking about school safety with your child:

- Reassure your child that they are safe at school. The school is safe, and the adults are here to keep your child safe.
- Remind them that practicing these drills is another means to ensure their safety.
- Listen to their concerns. School violence is scary; providing a safe space to talk about their feelings can help ease their worries and fears.

While it is our hope that a real emergency never occurs, these drills are an effective way to ensure that students and staff know and follow the appropriate procedures in an emergency situation. You can find out additional information about ALICE by visiting the [ALICE website](#).

Our students are encouraged to report any safety concerns to Administration or another trusted adult in the building. We also encourage the use of the Safe2Say system in regard to threats to school safety. Visit the [Safe2Say website](#) to make a report.

If you see something, say something.

CRISIS MANAGEMENT – SAFETY AND SECURITY

Safety and security is a priority at Canon-McMillan High School. The Canon-McMillan School District has adopted a Crisis Management/Safety and Security Plan.

DOOR ALARMS

All exterior doors are equipped with an alarm that will sound when opened. It is prohibited to prop open any doors at any time. All students must enter the building through the Main Office or School Counseling Office entrance.

FIRE ALARM SYSTEM

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

STUDENT SAFETY

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

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

SAFETY DRILLS

CMHS schedules various drills once a month to ensure students are aware of emergency procedures. Students are expected to follow practiced procedures in the event of an emergency.

SECURITY

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

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

We encourage open communication in each of our schools. In the event a student has information related to the safety and security of our students, they should seek out an adult in the school and relay this input. If, for some reason, this is not possible, the following hotline number serves the purpose: **724-873-5244**. Students can also report any information pertaining to the safety and security of the school and/or students through the [Safe2Say website](#).

VAPE SENSORS

CMHS restrooms are equipped with vape sensors. Any student who is in a restroom when a vape detector goes off will be subject to be searched. Any student in violation of Policy 222 will be subject to appropriate disciplinary action.

BUSES AND TRANSPORTATION POLICY #810.2

All buses in the Canon-McMillan School District are equipped with audio/video recording equipment, per policy #801.2, to ensure the safety and security of all students, staff, and others being transported on school buses and school vehicles.

Every effort is made to provide safe, comfortable, and efficient transportation for the students of the district. **Any and all questions or concerns dealing with transportation should be directed to the district's Transportation Director by calling 724-745-1502.**

Transportation Rules and Procedures

1. Appropriate vehicular conduct is expected. This includes courteous behavior with no profane or abusive language. Shoes with cleats or spikes are prohibited on the bus. Personal objects such as pencils and pens must be stored carefully.
2. Food and drink are prohibited. Students are to refrain from eating, drinking, and/or chewing gum on the bus.
3. Students will make every effort to keep the bus clean.
4. Students will keep the aisles clear of items such as gym bags, projects, instruments, etc.
5. Animals, pets and other nature items are prohibited.
6. Students are to remain in their assigned seat at all times. Students will refrain from standing, kneeling or lying in the seats or in the aisles.
7. All objects, including body parts, must stay inside the bus at all times.
8. Students should arrive at their respective bus stops at least ten (10) minutes before bus arrival time. In the event that a bus is late, please use appropriate judgment for waiting times.
9. Enter and leave the bus through the front door; emergency exits are to be opened for emergencies only.
10. Defacing or damaging the bus is prohibited. Students and/or parents/guardians must repay the cost of repairing any damage and the student may be prosecuted. A student must immediately report to the driver any visible damage to the bus.
11. All school policy rules and regulations are in effect on buses including policies on smoking, tobacco, alcohol and drugs, fighting and weapons will be in effect at all times on bus rides to and from school, activity runs, and field trips.
12. Students waiting to catch a bus on school grounds must remain in the designated area of departure for the bus. Students may not leave school grounds prior to boarding a bus. Those who do so or who attempt to do so will be subject to search, disciplinary action, and/or may lose bus privileges.
13. Every student who rides a bus must get on and off at the assigned bus stop. "Bus Passes" giving students permission to ride a bus other than their assigned bus will only be issued if it's an absolute emergency.

BUSES AND TRANSPORTATION

Bus Misconduct

Students who violate the rules and regulations of district buses and/or transportation are subject to disciplinary action.

Bus Misconduct Penalties

1. Warning
2. 1 after school detention
3. 1 Saturday detention and 1 day bus suspension
4. 3 day bus suspension
5. 5 day bus suspension
6. 10 day bus suspension*

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

CAFETERIA PROGRAMS – FOOD AND BEVERAGE

Our cafeteria offers both breakfast and lunch for all students. In addition, vending machines and the “Mac Mart” offer other food and beverage options for students during breakfast, lunch, and after-school. Although the cafeteria offers a wide variety of foods and beverages on a daily basis, students may also bring their lunches to school. Students are not permitted to have food delivered to them at school; they may either purchase food in the cafeteria or bring it with them.

Questions regarding methods of payment, account balances, menu choices, etc. should be directed to Food Services at 724-746-3488 ext. 1531.

SchoolCafe.com

For complete information regarding our cafeteria programs please click this [link](#).

Breakfast Program

Breakfast is free to all students for the 2024–2025 school year. The breakfast program runs from student arrival to 7:42 AM. Any student who wishes to have breakfast should report directly to the cafeteria upon arrival. After breakfast, students must dispose of any trash and leave the cafeteria area to report to their first period class.

At 7:42 am a warning bell rings, which ends the morning breakfast program and issues a warning to all students that first period classes begin in three minutes.

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

CAFETERIA PROGRAMS – FOOD AND BEVERAGE

Lunch Periods

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

Purchasing Cafeteria Food/Beverages

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

CANCELLATION OF SCHOOL

In the event it is necessary to close or delay school, the Blackboard Connect system will initiate phone calls. In addition, local television stations will be notified. If school is delayed, students are to report to their building one or two hours after their normal reporting time, depending on the delay. It is advisable that parents/guardians devise a plan in the event of a delay or early dismissal to ensure the care and safety of their student(s).

Flexible Instructional Day (FID; Now referred to as REMOTE DAYS)

The Canon-McMillan School District has been approved for five (5) remote days, which may be used in place of a school day that would be canceled because of inclement weather or another emergency situation. The benefit of implementing a remote day is that it does not require additional make-up days when school is cancelled.

On a remote day, students will complete remote instruction/learning activities and assignments provided by their teachers at home. All lessons and instruction will be posted by 10:00am.

Coursework can be completed at any point during the day as long as it is submitted prior to the start of class the next school day. If, for some reason, you cannot complete the assignment. You must communicate this, in advance, of class the next school day.

CUMULATIVE RECORDS

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

The Family Educational Rights and Privacy Act affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. For more information, visit the [U.S. Department of Education's FERPA webpage](#).

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS POLICY #103

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

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

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

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

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

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

EARLY WORK RELEASE

Early Work Release is a privilege afforded to Seniors only. Submission of an application does not guarantee that a student will be awarded Early Work Release. If granted, a meeting with your school counselor will be scheduled to review the expectations.

Expectations for Participation

- Students must meet all graduation requirements (that will be reviewed with the school counselor prior to approval of Early Work Release status).
- EWR schedule is subject to course availability.
- Past academic performance, attendance and discipline records will all be reviewed prior to approval.
- Students are expected to attend school every day as attendance builds positive habits that will translate to the world of work.
 - Students who exceed 7 unexcused absences or 20 excused absences for any reason will have EWR revoked.
- Students are expected to demonstrate strong work habits as they are the building blocks of success. Working hard and being coachable are indicators of future job/career success.
- Students in danger of failing 1 or more core classes will have his/her EWR revoked.
- EWR status may be revoked at any time if my academic performance, attendance and/or discipline record changes during the 2024-2025 school year OR if the student does not abide by the EWR expectations.
- Students are expected to behave in a manner that represents both themselves and Canon-McMillan School District. Any repeated violations of Level II infractions (3 or more) or any Level III infraction will result in EWR being revoked.
- Quarterly check-ins will be conducted by the CMHS school counselors to ensure that the student is in good employment standing with their employer. If a need arises, work site visits may occur.
- In the event of a bell schedule change FOR ANY REASON, it is expected that students are to inform their employer AHEAD OF TIME and modify their work schedule so the student can attend school.

Departure from the building for early work release will be the same time everyday. In the event of a two hour delay or alternate bell schedule, students are encouraged to remain at CMHS for all of their classes. If this is not feasible, students must see their teacher, prior to leaving, for any work that they will be missing. Students will only be given one additional day to make up these assignments.

If you qualify for EWR, complete this application: **Early Work Release Application**.

EMERGENCY INFORMATION

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

FIELD TRIPS

Field trips are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to expose students to a variety of resources/experiences. Parents/guardians will receive notices of field trips in advance of the scheduled trip date and will be asked to sign a field trip permission form.

HOMELESSNESS

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

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

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

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

ILLNESS AND INJURY

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

INTERNET AND ACCEPTABLE USE

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

All students must abide by the policies outlined in the Electronic Device Handbook and the [CMSD Acceptable Use Policy](#).

LIBRARY MEDIA CENTER

The Canon-McMillan Library Media Center is open from 7:30 AM to 2:45 PM. The library may be closed for scheduled classes or testing. *Students are advised to listen to the morning announcements and check their email to view the weekly library schedule.* If a student wishes to use the library before 7:30 AM or after 2:45 PM, arrangements should be made in advance with the Library Media Specialist.

The Library Media Center subscribes to a variety of services. Please see the Library Media Specialist to learn more about our digital databases and offerings. Students will also find a selection of current fiction and non-fiction books that may be checked out for two weeks. Students are expected to return library materials promptly. Failure to do so will result in a charge for the replacement cost of the material.

Electronic Devices

For electronic device information and student device repairs, please refer to the [Electronic Device Handbook](#).

- Students whose devices are not working properly or are in need of a repair should report to the Library Media Center to fill out a report and receive a replacement device.
- All student loaner devices must be checked out in the Library with the Library Media Specialist. It is expected that devices will be returned promptly when loaning a device. Invoices will be issued to students for the cost of the device if they do not return a loaner device.
- All students are expected to follow the Canon-McMillan School District Acceptable Use Policy. Copyright will be enforced in the Library Media Center.

Library Passes

- During lunches and/or study halls, students are permitted to use the library. Lunch should be eaten in the cafeteria before a student reports to the library during the lunch period. A library pass is required to enter the library.
- Classroom teachers may issue library passes as needed to individuals or small groups of students who are completing research for that teacher. Students are expected to complete assigned research while in the library.
- No food or drink is permitted in the library.

NURSE'S OFFICE

The Nurses' Office is located directly across from the auditorium entrance. To see a nurse, students must initiate a hall pass using the digital hall pass system. No student will be admitted to the Nurses' Office without a pass unless it is an emergency.

In the event a student arrives and a nurse is not present, the student must report to a faculty or staff member in the Office of Student Affairs or the Main Office. If an accident occurs, the nearest teacher or staff member should be notified immediately, and the nurse will be contacted.

Students are expected to report to the nurses' office when feeling unwell. Hallways, restrooms and common areas should not be utilized for recuperation. Early dismissals for medical reasons should be initiated by the school nurse.

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

PARKING ON SCHOOL GROUNDS

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

All vehicles parked on school property must follow the [CMHS Student Parking Rules & Regulations](#). No exceptions.

Parking Pass Procedures

- Students **MUST** park in their assigned parking spots. No exceptions.
- Parking passes will be made available to seniors on a first come, first served basis on a scheduled date in August.
- Any remaining passes will be sold to juniors on a first come, first served basis after the Senior sale.
- Additional parking passes will be made available to Seniors and Juniors upon conclusion of the marching band season.

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

PARKING ON SCHOOL GROUNDS

Parking Rules

1. In order to provide a safe and comfortable environment for all students and staff, no vehicle parked on school grounds may be decorated in a manner that violates school policy.
2. Permit tags are to be openly and clearly displayed from the rear view mirror of the registered vehicle or on the dashboard.
3. Only a registered vehicle may be parked on school grounds.
4. Permit tags are non-transferable and non-refundable.
5. Students will select their parking spots and are not permitted to park anywhere other than the spot that is assigned to them.
6. Students are not permitted to go to cars or to the parking lot during the school day without written permission from an administrator.
7. Students are not permitted to drive over 15 mph on or in the immediate vicinity of school property.
8. No student may drive to Western Area, Parkway West, and/or Mon Valley CTC without the permission of the administration at your respective CTC and Canon-McMillan High School.
9. Students are only to park in the areas designated for student parking. These areas may at times be changed. Students must pay attention to abide by announcements concerning parking arrangements.
10. Parking in areas other than those specifically designated for student parking will result in the loss of parking privileges.
11. Anyone who violates the parking rules and regulations may:
 - a. Vehicle tagging with a sticker warning.
 - b. Lose parking privilege.
 - c. Face disciplinary consequences.
 - d. Have their vehicle towed at the owner's expense.
 - e. Possible loss of future parking privileges.
12. Parking permits may be revoked as a form of, or in conjunction with, disciplinary action.
13. The Canon-McMillan High School is a drug, alcohol, tobacco, vape, and weapon free zone. Vehicles parked on Canon-McMillan High School property are subject to search by school administration and local authorities should reasonable suspicion arise regarding the contents of the vehicle.

PLEDGE OF ALLEGIANCE

Every citizen of the school is responsible for demonstrating proper respect for our country and the flag. It is hoped that every student participates in the Pledge of Allegiance, but it is not required. If a student chooses not to participate, the student must maintain a respectful silence and respect the rights of others who choose to participate.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a voluntary program that is available to offer supportive services to students experiencing academic, behavioral, and/or emotional difficulties that may pose barriers to success.

Students can be referred to the SAP team by parents/guardians, school personnel, peers or self-referrals. The SAP team consists of specially trained educators, administrators, school counselors and a mental health and/or drug & alcohol consultant(s). Our goal is to work with you and to offer support and recommendations for your child. Where barriers are beyond the scope of the school, the team can provide information to help families access community resources.

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

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

THE CHILL ROOM

Through a partnership with AHN, CMHS supports the Chill Project in our school, which uses mindfulness-based exercises to equip students, educators, and families with common language and universal skills to identify, discuss, and react positively to stress. This multi-tiered support system (MTSS) provides students with a wide range of opportunities to learn and practice evidence-based strategies to develop and utilize coping skills in their daily lives.

Students in grades 9, 10, and 11 have the opportunity to participate in the Chill curriculum. All parent(s)/guardian(s) have the opportunity to opt out of this curriculum if they so choose. Information regarding the curriculum and the opt out form is shared with parents in August prior to the start of the school year. All students, unless opted-out, have access to the Chill room. The opt-out form can also be found in Appendix C of this handbook.

VISITORS

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

STUDENT ATTENDANCE POLICIES AND PROCEDURES

Blackboard Connect

Blackboard Connect is a system used to notify parents/guardians of daily absences and late arrivals to school. Calls are generated on a daily basis by the Alert Now system to remind/inform parents/guardians that their student(s) was absent or tardy. Parents/guardians have access to their student's attendance record via PowerSchool. Please note that when viewing a student's attendance record, every absence is first recorded as an illegal/unexcused absence. It is the parent's responsibility to submit a legal excuse within three (3) school days of their student's return to school. The absence remains illegal/unexcused if the student does not provide a legal excuse within the three (3) day window.

Early Arrival

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

Daily Attendance Procedures

- Entering the Building - Students must enter the building through the main entrance or School Counseling Office entrance. All school buses arrive at the main entrance; it is expected that students enter the building upon drop off.
- 7:30 AM Bell - This bell indicates that students are permitted to go to their lockers and to their classrooms.
- 7:42 AM Warning Bell - This bell alerts students that they have three minutes remaining to get to their assigned first-period classroom.
- 7:45 AM Late Bell - This bell begins the school day, and *all students must be in their first period classes at this time*. All entrances into the building are locked. *Students who arrive after this time must enter through the Main Office entrance and report immediately to the Office of Student Affairs where they will be issued a pass to their class and marked tardy. **If students are not in their classroom by 7:45, they will be marked tardy to school.***
- 7:45 AM – 2:40 PM Class Periods - There are 9 class periods each day. Please reference the bell schedules, included in this handbook, for a breakdown of the school day.
- 2:40 PM Student Dismissal - Bus riders will exit through the main entrance. There are two bus runs; the first run leaves at approximately 2:46 PM. The second run of buses arrive at approximately 2:55 PM and leave as soon as they are loaded. To ensure transportation home, it is imperative that each student knows their bus run, bus number, and where the bus is located at for dismissal.

Early Dismissals

To ensure the safety of our students and to maintain accurate attendance records, all parents/guardians must follow the procedure below to acquire an early dismissal from school. Once students arrive, they are not permitted to leave school grounds unless granted an early dismissal or permission from a school official.

Early Dismissal Procedure

All early dismissals require BOTH written and verbal confirmation.

- Verbal confirmation: Call Mrs. Lucia in the Office of Student Affairs, ext. 5009, and leave a message to confirm your child's early dismissal.
 - To avoid confusion and/or delay, confirming calls should be made no later than 9:00 AM on the day of the early dismissal. No early dismissal passes will be issued without both written and verbal confirmation.
- Written confirmation:
 - Communicate the early dismissal by doing **one of the following**:
 - Submit the Early Dismissal Form electronically
 - Submit a written excuse either by emailing luciam@cmsd.k12.pa.us or submitting a written excuse to the Office of Student Affairs by 9:00 AM. *Any early dismissal request received after 9:00 AM will be addressed on a first come, first served basis and requires at least thirty minutes of advance notice.*
 - Your email or written excuse must include:
 - The student's first and last name
 - Date of early dismissal
 - Reason for early dismissal
 - Parent/Guardian's signature

In case of an emergency, a parent/guardian should report directly to the Main Office so the student can be called out of class immediately.

Late Arrivals

Students arriving after the first period late bell are marked tardy.

- Students arriving to school after 7:45 AM have been marked absent.
- Students entering the building after 7:45 AM must enter through the Main Office entrance and report to the Office of Student Affairs in order to have their attendance updated.
- The Office of Student Affairs will issue a pass to the student and record the late arrival. Then, students must report directly to class.
- A doctor's excuse or a parent/guardian note exempts a student from tardy penalties.
 - Each student is permitted to turn in 4 parent notes per semester. *Medical documentation is required upon the 5th tardy or it will remain unexcused.*

Parents/guardians should submit tardy excuses by doing one of the following:

- Submit the [Tardiness Form](#) electronically
- Email luciam@cmsd.k12.pa.us
- Submit a written excuse that contains the following information:
 - Student's first and last name
 - Date of tardy
 - Reason for tardy
 - Parent/Guardian's signature

Students who are marked tardy unexcused after the given time period to turn in an excuse, will receive a zero for all assigned work or tests that the student was responsible for on those days.

Note: Students must be present a minimum of 3 ½ consecutive hours during a school day in order to be eligible to participate in after school extracurricular activities and/or events, including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

Class Attendance

- Students must report to their assigned classes.
- Students must always be under the supervision of a professional staff member.
- Students must obtain permission from their assigned teachers as well as the receiving teacher in order to relocate to the library, another classroom, and/or study hall in place of their regularly scheduled class.
 - Passes should be obtained and/or requested through SmartPass.
- A staff member or administrator should always have knowledge of the location of the student.
- If a student becomes ill between classes, the student must immediately report to the nurse's office. Recuperating unsupervised in a restroom, or any other location, is not an acceptable excuse for missing a class and/or for being out of area.
- Students who cut class are subject to disciplinary action. First offenses are handled by the classroom teacher, and subsequent offenses will be reported to the Office of Student Affairs.
- Students who are marked "IUn" or "TUn" after the time period to turn in an excuse should receive a zero for all assigned work or tests that the student was responsible for on that day.

Late to Class

- **Period 1:** Students who are not in their classroom when the late bell rings, will be documented as tardy to school and must get a late pass from student affairs.
- **Periods 2-9:** Students late to class are admitted into the class by the classroom teacher who records the late and takes the appropriate action as per the building late penalties.
 - Late slips, issued by Student Affairs, are only issued to students who are tardy to school (excused or unexcused).

- The classroom teacher will assign after school detention to students who are late a third, fourth, and fifth time.
- The teacher will immediately report the sixth and any subsequent incidents of lateness to class to the Office of Student Affairs.

Types of Absences

Excused Absences

All excuses must be submitted within three (3) days of the absence.

- Please submit excuses by doing one of the following:
 - Submit the Excuse Form (full day) electronically
 - Email luciam@cmsd.k12.pa.us
 - Submit a written excuse that contains the following information:
 - Student's first and last name
 - Date(s) of absence
 - Reason for absence
 - Parent/Guardian's signature

Unexcused Absences

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

Students who are marked illegally unexcused after the given time period to turn in an excuse will receive a zero for all assigned work and/or assessments that the student was responsible for on those days.

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

Illegal Absences

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

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

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

Pre-approved Trips

Notification of a pre-approved trip must be submitted no later than two weeks prior to the start of the trip. Please note that students will only be given **one day, for each day they are absent**, to make up their work, and they are highly encouraged to make arrangements for their work prior to their trip. Click [here](#) to complete the pre-approved educational trip form.

STUDENT ATTENDANCE INFRACTIONS

Late Arrival Penalties	
<i>A doctor's excuse exempts students from penalties if presented when they enter the building.</i>	
Number of Lates	Penalty (per semester)
1-2	No penalty with appropriate parental excuse
3-4	No penalty with appropriate parental excuse; letter will be sent home
5-8	1 day After-School Detention
9-12	1 day Saturday Detention
13-16	1 day in-school suspension; potential revocation of parking pass
17-19	2 days in-school suspension; up to 45 days of extracurricular exclusion; revocation of parking pass
20+	Additional days of in-school suspension; parent/guardian meeting; and loss of all privileges (including but not limited to): PIAA (sports), clubs/activities and intramural sports, field trips, dances/social events, parking/driving privileges, prom, all senior activities and privileges including commencement

Late to Class Penalties	
Number of Lates	Penalty (per semester)
1	After-school detention issued by the classroom teacher
2	Two after-school detentions issued by the classroom teacher
3	Saturday detention issued by the classroom teacher
4-7	Disciplinary referral made by teacher; in-school suspension issued each time by Administration or designee; parent conference after 7 tardies
8+	Potential administrative removal/up to 45 days of extracurricular exclusion

Early Dismissal Penalties	
Number of Dismissals	Penalty (per semester)
1-13	No penalty if appropriate early dismissal protocol is followed; letter sent home following 10th early dismissal
14-15	After school Detention issued for each day
16-17	Saturday Detention issued for each day and revocation of parking pass
18+	1-5 days of in-school suspension, parent meeting and/or up to 45 days of extracurricular exclusion

Attendance Policies/Procedures: Policy 204

Students must be in their classroom by 7:45 to be considered present and on time to school . Per state guidelines, there are limitations to the number of days a student may be absent regardless of whether the absent days are excused, unexcused, or illegal:

Days of Absence (any reason)	Procedure
5	Courtesy letter will be sent home
10	Letter will be sent home informing parents of the absences
16	All absences beyond (15) cumulative days shall require an excuse from a licensed physician. Otherwise, the absence(s) will be considered unexcused/illegal

Days of Absence (unexcused/illegal)	Procedure
3	Letter sent home; TIPP referral
6	Letter sent home; TIPP program referral; possible citation and/or CYS referral
9	Letter sent home; citation and/or CYS referral
14	Letter sent home; citation and/or CYS referral; warning for extracurricular exclusion; parent meeting
20+	Parent meeting; minimum of a 45 day extracurricular exclusion

GRADUATION REQUIREMENTS POLICY #217

The Canon-McMillan School District requires students to complete the minimum planned course credits through successful completion of course requirements established by the Canon-McMillan School District and the Pennsylvania Board of Education. Students must complete at least 26 course credits to fulfill CMSD's graduation requirement. Students will need to earn at least 6.5 course credits per year to meet the credit requirement.

The locally established course grade requirements are set forth by the district. Students must also satisfactorily complete a Graduation Project and demonstrate proficiency on required standardized tests or fulfill the requirements of Act 158.

Department	Credits Needed	Requirements
English	4	Minimum of one course per year; course credits must be sequential
Math	4	Algebra and Geometry are required
Social Studies	4	
Science	3	9th grade PA Science and Biology required.
Physical Education	1	PE is a half credit. It must be taken once in grades 9-10 and once in grades 11-12.
Health	.50	1 semester
Arts & Humanities	2	
Freshman Seminar	.50	1 semester
All Additional Courses (Electives)	7	

GENERAL INFORMATION: GRADUATION REQUIREMENTS

Western Area/Parkway West/Mon Valley Career Technology Center		
Department	Credits Needed	Requirements
English	4	Minimum of one course per year; course credits must be sequential
Math	3	Algebra and Geometry are required
Social Studies	3	US History 9, World History, CAD
Science	3	9th grade PA Science and Biology required.
Physical Education	1	PE is a half credit. It must be taken once in grades 9-10 and once in grades 11-12.
Health	.50	1 semester
Arts & Humanities	2	
Freshman Seminar	.50	1 semester
CTC Credits	12	

Act 158: PENNSYLVANIA PATHWAYS TO GRADUATION

All students must meet the requirements of Act 158 to fulfill the Keystone Exam graduation requirement for Pennsylvania in Algebra, Biology, and Literature.

Your student is encouraged to give this exam their best effort, as this graduation requirement can be met by scoring Proficient or Advanced on each exam. Students who do not reach proficiency on any Keystone Exam will be scheduled to retake the exam the following Winter. After two attempts to reach proficiency, your student will need to meet the requirements of Act 158 by demonstrating postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. For more information, please reference the [Pennsylvania Pathways to Graduation](#).

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

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

SCHOOL COUNSELING SERVICES

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

- Offer consultation(s) with/between parents/guardians, educators, administrators, and agencies.
- Help parents/guardians understand how to help their children in times of crisis and family change.
- Refer families to outside agencies when requested.
- Help students learn responsibility by becoming aware of the consequences of their behavior.
- Help students to grow socially through providing individual or group instruction.
- Help develop personalized programs, when applicable, based on a child's strengths and needs.

Provisions of the School Counseling Department

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

Counselor Assignments

- Ms. Kara Buncic: Letters A-F, ext. 5022
- Mrs. Shadia DelVitto: Letters G-L, ext. 5027
- Mrs. Julie Hughes: Letters M-R, ext. 5020
- Ms. Emma Harvey: Letters S-Z, ext. 5021
- Ms. Susan Humbertson: CTC & 504 Coordinator ext. 5023

School Counseling Secretary

- Ms. Michelle Wrubleski, ext. 5019

School Counseling Office Procedures

- **Except in emergencies or serious situations that demand immediate attention, the student must make an appointment to see their counselor.**
- To make an appointment, students can stop by the School Counseling Office prior to their first period class, between periods, or at dismissal time. Students can also request passes through SmartPass or email their counselor requesting an appointment.
- Students are expected to use SmartPass for signing in and out of the School Counseling Office.

Schedule Changes

For the 2024-2025 school year, all schedule change requests must be completed via the [Schedule Change Request Form](#) which will be shared via Blackboard and available on the district website. The form will open on Monday, August 12th at 8:00am and will close on Monday, August 26th at 11:59pm. Any requested class change after this date will require administrative approval. This allows approximately 2 weeks to request schedule changes.

Students will have a three day drop/add window to make second semester changes to new semester electives. These dates will be shared and a form will be made available to students at the semester change. Any requested class change after this date will require administrative approval.

Dropping Courses

If a student wishes to withdraw from a course after the schedule change window has closed, the student's transcript will include a withdrawal "W" next to the grade at the time the student dropped the course. For example, if a student has a "C" at the time of the withdrawal from a course, then the transcript will include the grade of "WC" next to the dropped course's name. If a student wishes to withdraw without the withdrawn grade appearing on their transcript, they must withdraw before the schedule change window is closed.

Transferring Grades

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



PARENT/GUARDIAN INFORMATION

For CMHS:

At CMHS, we believe that a successful educational journey for your child requires strong collaboration, mutual respect, and open communication between home and school. Your involvement and support are invaluable in creating a positive and nurturing environment where every student can thrive.

Our goal is to build a partnership that promotes your child's academic, social, and emotional growth. Together, we can make a difference in your child's education and prepare them for future success.

Thank you for entrusting us with your child's education.
We look forward to continuing our journey together.



CONFERENCES

Parent/teacher conferences are scheduled once per year. All parents/guardians are encouraged to attend a conference should there be a specific concern about their student's progress. Specific information regarding conferences will be forthcoming from the school. Home-school communication is highly encouraged (See "Contacting Staff" below).

CONCUSSIONS

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

CONTACTING STAFF

E-Mail

All staff emails are uniform: LastnameFirstinitial@cmsd.k12.pa.us.

To contact educators, administrators, and staff:

- Type the staff member's last name and first initial followed by cmsd.k12.pa.us
 - Example: smithj@cmsd.k12.pa.us
- Teacher names can be found on PowerSchool

Voice Mail

To leave a voicemail for an educator, administrator, or staff member, call the high school main office, 724-745-1400. The secretary will direct the caller to the specified teacher's voice mailbox. Extensions are also listed under each staff member's name. Follow the procedures above to find staff extensions.

**Please be reminded that parents and guardians have access to their student's current grades and attendance records via the [PowerSchool Parent Portal](#).*

ENGLISH AS A SECOND LANGUAGE (ESL)

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

MEDIA COVERAGE/PICTURES

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

If, for any reason you do NOT want photographs or videotapes of your student used in this manner, please complete the [2024-2025 CMSD Photo Opt-Out Form](#).

PARENTAL COMMUNICATION

In order to protect the instructional integrity of the classroom environment, we ask that parents not call or send text messages to students' personal electronic devices (PEDs) during the school day. If, as the result of a true necessity/emergency, a parent/guardian must contact a student during the school day, the parent/guardian may do so by calling the high school Main Office, the Guidance Office, or the Office of Student Affairs.

POWERSCHOOL PARENT PORTAL

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

Through this system the parent, as well as the student, may monitor academic progress by viewing grades and assignments.

Questions or concerns about the portal or a password should be directed to the School Counseling Office secretary, 724-745-1400 ext. 5019.

RELEASE OF STUDENT INFORMATION

In accordance with the Every Student Succeeds Act of 2015, Section 9528 requires school districts to *“disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning unless individual students or their parents request that the information not be released without prior consent.”*

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

RIGHT TO REQUEST EDUCATOR QUALIFICATIONS

As a parent/guardian of a student in the Canon-McMillan School District, you have the right to know the professional qualifications of the classroom educators who instruct your child. Part of the Every Student Succeeds Act allows you to ask for certain information about your child’s classroom educators and requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each child’s classroom educators:

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

If you would like to receive any of this information, please contact the appropriate Academic Principal.

SPLIT CUSTODY POLICY

It is the responsibility of the non-custodial parent to inform the school of the particular situation and request being placed on a mailing list to receive a copy of all school correspondence. Please call the School Counseling Office Secretary at 724.745.1400 ext. 5019.

SPECIAL EDUCATION SERVICES

At Canon-McMillan, we are proud of the exceptional services offered through our special education programs. These include special education resource educators, speech/language therapists, vision/hearing therapists, psychologists, and educators of the gifted. Student's may be referred by a parent/guardian or educator and then screened to determine their needs. For further information, contact your student's school principal, school counselor, or the Special Education Department at 724-746-2940 ext. 9401.

WITHDRAWING A STUDENT

If you are moving and are withdrawing your student from school, please contact the school at least two weeks prior to the withdrawal date. This will enable us to have ample time to complete the required paperwork. Students under the age of eighteen (18) may not be withdrawn from Canon-McMillan until proof of enrollment with a certified educational entity is provided. All library books, textbooks and technology provided by the district must be returned and all outstanding charges paid before your child leaves the high school. Your student's records will be forwarded upon request to the new school. No withdrawal will be made without official notice from the parents/guardians to the school.



**STUDENT
INSTRUCTIONAL
RESPONSIBILITIES
&
STUDENT
EXPECTATIONS**

ACADEMIC INTEGRITY

A high standard of honesty is expected of students in all phases of academic work. Academic dishonesty, in any form, will not be tolerated, and students are expected to refrain from acts of such. Furthermore, students are not to condone, aid, or ignore instances of academic dishonesty.

Academic integrity requires that all work submitted be one's own. Specific examples of academic dishonesty include:

- Cheating
 - Cheating is defined as any attempt to receive and/or give unauthorized assistance to another student. The following circumstances constitute cheating:
 - Copying someone's work
 - Copying from someone during an assessment
 - Allowing another student to copy answers
 - Looking at notes or other sources during an assessment
 - Having any open tab during online assessments unless otherwise directed by the teacher
 - Possessing a PED during an assessment without prior approval from the classroom teacher/proctor
 - Providing answers to test questions to other students who have yet to take the assessment
 - **These examples are not intended to be inclusive.**
- Plagiarism
 - Plagiarism is defined as taking or imitating the ideas, thoughts or language of another to represent them as one's original work. It is imperative that all work submitted by students is representative of their own ideas, thoughts and language capability. The use of artificial intelligence (AI) to complete schoolwork is strictly prohibited.
 - Plagiarism and AI detection software will be used in various classes. Please see the "Turnitin" section for more information about this software.
 - Students receive instruction about plagiarism in English and other classes and are responsible to discuss their questions and uncertainties with their teachers.

In cases where academic dishonesty have transpired, the student will receive zero (0) points for the assignment without an opportunity to make it up. The National Honor Society will also be notified. For any subsequent offense, the student will receive zero (0) points for the assignment and may receive additional disciplinary consequences.

BENCHMARKS

Benchmarks are non-graded assessments. The primary purpose for our benchmark assessments is to gain data to guide instruction, as opposed to obtaining a grade for individual students.

This data can be used to determine appropriate course recommendations, so it is encouraged that students give benchmark assessments their best effort. **44**

GRADING AND REPORTING PROCEDURES

Please be reminded that parents/guardians have internet access to their student's current grades and attendance records via PowerSchool Parent Web Portal.

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

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

P	Passing
I	Incomplete

Only **Advanced Placement (AP)**, **College in High School (CHS)**, and **Honors** courses will be weighted:

For AP courses, the following weights will be used:	
A	5
B	4
C	3
D	1
F	0

For CHS courses, the following weights will be used:	
A	5
B	4
C	3
D	1
F	0

For Honors courses, the following weights will be used:	
A	4.5
B	3.5
C	2.5
D	1
F	0

***Students who do not take the Advanced Placement (AP) Exam will have their course weighted as an Honors course.**

INCOMPLETES AND ZEROS

Incompletes will be given to any student who was legally excused and eligible for makeup work per the missed work policy. All Incompletes must be resolved prior to the end of the next nine weeks unless specific circumstances dictate otherwise.

GRADING AND REPORTING PROCEDURES

Progress Reports and Report Cards

At mid-marking and at the end of each 9-week grading period, parents/guardians are notified to check PowerSchool for grades.

Calculating QPA

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

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

Example B: Mock Report Card

Course	Credit	Grade	Points
English Honors	1	B	$3\frac{1}{2}$
History	1	B	3
Math	1	A	4
Advanced Chemistry	1	B	4
Art I	$\frac{1}{2}$	A	2
Physical Education	$\frac{1}{2}$	A	2
$18\frac{1}{2} \div 5 = 3.7$ Grade Point Average			

GRADING AND REPORTING PROCEDURES

Honor Roll

Students who achieve a grade-point average of 3.0 or higher qualify for the Honor Roll. The following breakdown determines Honor Roll status:

- *Distinguished Honors*: 4.0 and above
- *High Honors*: 3.7 – 3.99
- *Honors*: 3.0 – 3.69

No student is eligible for Honor Roll if a D or an “Incomplete” appears on the report card. Grades are not rounded up (i.e., a 2.9 is not rounded to a 3.0).

HOMEBOUND INSTRUCTION

If a student has suffered an illness that has lasted longer than ten (10) consecutive days, they may require homebound instruction (temporary instruction in the home by certified tutors). Please contact the main office or complete the homebound instruction application on the district website, which needs to be completed by the physician verifying the need for this process.

MISSING COURSEWORK

Homework and other school assignments/assessments are integral to student success. Long-term assignments, projects, assessments, and research related tasks all reflect and reinforce student responsibility. *Students are responsible for completing all homework and other school assignments/assessments.* Students are given two (2) school days IN ATTENDANCE for each day absent to make up any missed assignments/assessments. Homework is used to increase student achievement and to build independence and responsibility. Students are not permitted to make-up work missed due to a class cut, unexcused absence, or unexcused tardy. There may be a need for case by case exemptions.

All work assigned during an in school or out of school suspension is due on the day that the student returns to the classroom. No extended time will be given.

PRE-APPROVED TRIPS

Please note that students will only be given one day, for each day that they are absent, to make up their work for a pre-planned trip. Students are highly encouraged to make arrangements for their work prior to their trip.

SCHOOLGY

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

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

STUDY HALLS

Students who do not have a need to take an additional class or who feel the need to have study time during the school day are assigned to a study hall. A study hall is not a “free period.” During study halls students are expected to be academically productive. ***Sleeping is not acceptable behavior*** in any class including study hall. Students who wish to leave a study hall for any reason must first report to the study hall and have a SmartPass approved from the teacher requesting that student. Students must have the approval of the study hall teacher to leave the study hall.

TURNITIN

Canon-McMillan High School is committed to teaching the highest academic and ethical standards to prepare our students for post-secondary success. In order to ensure that students maintain those high standards in their writing, CMHS subscribes to the plagiarism and artificial intelligence (AI) software Turnitin. Through this platform, students may be required to submit coursework electronically. Educators will use the online platform to instruct students on what constitutes plagiarism; how to prevent its causes; and how to revise papers to eliminate intentional or unintentional plagiarism. Teachers will use Turnitin to validate original student composition as well as to match and detect possible plagiarism in student writing. Use of programs like Grammarly and other Google extensions that edit and/or use artificial intelligence (AI) are prohibited. Use of these platforms will be considered a violation of the academic integrity policy.

As with other forms of cheating, plagiarism will not be tolerated. If, after close consideration by the teacher, a student’s paper is determined to contain plagiarized material, teachers will follow the procedures outlined in the cheating/academic integrity misconduct section of this handbook.

For more information is available on the [Turnitin website](#).

CAFETERIA RULES AND REGULATIONS

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

Our “open” cafeteria adds to the comfort provided by our facility. This openness should not be interpreted as an invitation to leave the cafeteria without permission or to stop in the cafeteria at any other time than an assigned lunch period. *No student is to leave the cafeteria or the building during lunch.*

Whether students purchase lunch in the cafeteria or bring all or part of their lunch, all students must eat lunch in the cafeteria. *As weather permits, students are permitted to eat outside, but there must be at least one teacher monitoring the courtyard; if no teacher is monitoring the area, then students must remain in the cafeteria.* No food or drink may be taken outside the cafeteria at any time.

- Students are expected to follow directions and display appropriate behavior in the cafeteria. In the event that a student does not follow cafeteria rules, they may be subject to assigned seating and/or ramifications following the school’s code of conduct
- Students are expected to clean up after themselves and dispose of all trash in the proper receptacles.
- Students are expected to maintain their food within their sitting area. Throwing, tossing or otherwise misplacing their food will not be tolerated.
- When in the cafeteria, students are expected to use the restrooms closest to the cafeteria.
- Students are expected to keep all food and drink in the confines of the cafeteria. Food and drink are not permitted in any other area of the school unless otherwise permitted by building administration or designee.
- Delivery of outside food/drinks is prohibited.
- Vending machines are only in operation before and after school.

COMMUNICATION THROUGH EMAIL

It is important to check your Canon-McMillan student email and Schoology page each day. Students are encouraged to advocate for their needs to teachers and/or counselors. **Students are expected to be respectful and professional when communicating with faculty and staff.**

COMMUNICATION THROUGH EMAIL

Student Email

Email can be a powerful communication tool for students to increase communication and collaboration.

- Students are encouraged to check their email daily.
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, and such.
- Students may send email to their teachers with questions or comments regarding class.
- Students may send email to other students to collaborate on group projects and assist with school classes.

Please note that there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

For more information concerning student email and the district's Acceptable Use Policy, please view the [Electronic Device Handbook](#).

FOOD AND BEVERAGES

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

The vending machines in the cafeteria can only be used before and after regular school hours.

Opened containers that are brought into the building during morning arrival, must remain in the cafeteria. These containers must be emptied before entering the academic wing. **In the event that a student poses reasonable suspicion that an open container contains illegal substances, it will result in confiscation of the container and its contents and disciplinary action.**

HALL PASSES

No student is to be out of class or their assigned area without a valid pass. With the exception of transitioning between classes, students are expected to remain in their assigned area. Hall passes must be initiated by the student through the SmartPass system, and the educator must grant approval upon notification of the hall pass request. Educators, staff, and administrators will use their discretion concerning the issuance of hall passes. While using a hall pass, **students are expected to report to the designated areas as indicated on the pass.** Students who misuse or falsify hall passes may have their privileges revoked.

LEAVING SCHOOL GROUNDS

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

LOCKERS

Every student is assigned a locker with a built in combination lock at the beginning of the school year. **Students are not to share lockers or give out the combination of their lockers.** Students are to keep their lockers closed and locked when not in use. "Rigging" a locker so the locking mechanism will not lock will result in disciplinary action.

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

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

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

Gym Lockers

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

PERSONAL ELECTRONIC DEVICES

The Canon-McMillan Staff and Administration realize that the increase in student use of personal electronic communication devices has positive and negative consequences concerning the educational environment. Many schools have incorporated the use of these devices into teaching and learning with great success, and the purpose of this policy is intended to support the benefits of electronic devices while restricting possible abuses of such devices. Bullying, cyberbullying, sexting, harassment, sharing internet connections with other students (by connecting to a wireless hub), cheating, and plagiarism are examples of what would be considered unauthorized use of personal electronic devices and policies exist both at the district and building level to address these concerns.

One of the basic tenets of Canon-McMillan High School is to provide opportunities for our students to experience responsibility, freedom, and choices in their decision-making, and a policy addressing the use of personal electronic devices within the building helps to address these issues. For the purposes of clarity, Personal Electronic Devices will be known as PEDs for the remainder of this document. PED's include, but are not necessarily limited to the following: cell phones, smart watches, kindles, gaming devices, headphones and iPods, among others.

Students who possess a PED shall be solely responsible for its care and the school district cannot be held liable for any theft, loss, or damage of such devices. Students should understand that use of said devices would enable the user to access the school district's wireless network but not district servers or printers.

All classrooms are equipped with PED caddies. It is expected that PEDs will be placed in the caddies when not being used for instructional purposes; PEDs may also be kept on the student should the PED remain put away. Students who are noncompliant with this directive are subject to disciplinary action.

Authorized Use of PEDS

- On school buses, when permitted by the individual driver, unless the use of the PED causes a substantial disruption on the bus and could potentially compromise safety.

- Anywhere in the high school before 7:45 AM and after 2:50 PM. **Note: headphones are strictly prohibited upon entrance to the building.**
- Any school-sponsored event or activity where the student is under the supervision of a school-district employee, such as an administrator, educator, paraprofessional, coach, activity-sponsor, or bus driver.
- In the cafeteria and Library Media Center.
- In classrooms, where the use of the PED is for instructional or educational purposes and is under the supervision AND approval of the classroom educator.
- During the “change” of classes in the hallways. **For safety purposes, headphones are not permitted in the hallways.**

Unauthorized use of PEDS

- PED usage is NOT PERMITTED in bathrooms, locker rooms, and swimming pool areas, regardless of the time of day (this pertains to any device that has a camera or has the capability of taking photographs).
- During any drill that could compromise safety (fire drill, severe weather drill, etc.)
- During testing
- During traditional classes between the hours of 7:40 AM and 2:40 PM within classroom areas or gymnasiums (unless approved by an educator for instructional or educational purposes as indicated earlier)
- During assemblies (unless approved by an administrator for instructional or educational purposes)
- During detention
- During in-school suspension

It is for safety reasons that headphones are not permitted in certain areas or certain times of the day.

Violations of these guidelines could result in confiscation of the PED as well as disciplinary action.

STUDENT TRIPS

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

STUDENT TRIPS

The rules and policies of the school fully apply to students throughout the duration of a trip. This includes overnight and/or overseas trips. ***Any student who fails to comply with school rules on a student trip of any kind will not only face disciplinary action but will also be banned from future trips for a minimum of at least one calendar year.***

Students with serious/chronic behavior issues and/or attendance problems will not be permitted on trips, except field trips of a purely academic nature.

Overnight Trips

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

Other Expectations

- The student and the parent/guardian will be expected to fully cooperate with the administration or designee and trip sponsor by attending required meetings and promptly completing and returning required forms (i.e., parental permission, student medical record, and payment), etc.
- All belongings are subject to search prior to departure.

Student trips are school functions; therefore, the policies and guidelines of the Canon-McMillan High School Student Handbook as well as the policies of the Canon-McMillan School District will be strictly adhered to throughout the duration of the trip.

UNAUTHORIZED AREAS

Students are not permitted in unauthorized areas of the building. Unauthorized areas for the students (other than for class or during passing time) include the weight room, locker rooms, gymnasiums, parking lots, steps leading to the parking lots, stadium, stairwells, outside entrances, hallways and any unsupervised space.

VALUABLES AND CARE OF SCHOOL PROPERTY

Each student, not the school, is responsible for their own personal property.

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

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

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

Lost and/or Damaged Books/Materials

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

STUDENT RESPONSIBILITIES: CODE OF CONDUCT

CODE OF CONDUCT

In accordance with The Pennsylvania Code, Canon-McMillan students are expected to behave in a manner which indicates that they “share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.”

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

The employees of Canon-McMillan School District have a responsibility to maintain an orderly educational environment, which grants them they have the authority to make requests and/or corrections to behavior(s) of students when the need arises. Students have an obligation to comply with all requests from any and all school personnel. Any student behavior, including disrespect which undermines the authority of school personnel, will not be tolerated.

Levels of Misconduct

The levels of offenses are outlined below for your reference.

The examples and responses are not intended to be inclusive.

Level I Misconduct

Level 1 offenses are managed in the classroom. Classroom managed infractions are those of a less serious nature that do not necessarily pose a threat to the health, safety or property of any person. It is expected that the combination of classroom interventions take place prior to the problematic behavior(s) becoming a level II.

Example of Level I Infractions	
<ul style="list-style-type: none">• Late to Class• Classroom Disruption• Defiance/Insubordination• Inappropriate Cell Phone Use• Inappropriate Comments (profanity/disrespect/unkind)• Throwing Food in Cafeteria• Leaving behind a mess	<ul style="list-style-type: none">• Academic Dishonesty• Misuse of Technology• Minor Physical Contact• Breaking Classroom Rules• Skipping/Cutting Class• Any other offense that detracts from a student’s ability to learn or a teacher’s ability to teach in the classroom setting
The examples and responses are not intended to be inclusive.	

STUDENT RESPONSIBILITIES: CODE OF CONDUCT

Possible Disciplinary Options/Responses for Level I Infractions **Universal Interventions**

- | | |
|--|--|
| <ul style="list-style-type: none"> • Check-ins • Reminders • Reflection Sheets • Revisit Norms/Expectations • 1-on-1 Conference • Call/Email Home • Seat change • Cool Down Time • Rewards/Incentives | <ul style="list-style-type: none"> • Verbal Warning • Praise • Contract • Detention w/ Teacher • Collaboration with Counselor or Case Manager • SAP Referral • After School Detention • Saturday Detention |
|--|--|

The examples and responses are not intended to be inclusive.

Level II Misconduct

Level II offenses are managed in the office with Administration or Designee. Office managed infractions include misbehavior that is more frequent and/or more serious in nature. These infractions might endanger the health and safety of others or result in the potential destruction of property. Continuous Level I infractions become a Level II after the 3rd offense.

Examples of Level II Infractions

- | | |
|--|--|
| <ul style="list-style-type: none"> • Dress Code • Chronic Level 1 behaviors • Fighting • Harassment • Intimidation • Obscene Language/Materials • Physical Aggression • Recording others w/o Permission • Severe Defiance/Insubordination • Severe Disrespect • Abusive Language • Racial Slurs • Verbal Conflict | <ul style="list-style-type: none"> • Leaving School Property • Cutting Last Period • Gambling • Safety Hazards • Bus Misconduct • Lying/Forgery • Behavior Detrimental to the orderly Operation of the School • Horseplay • Any other minor offense that detracts from a student's ability to learn or a teacher's ability to teach in the classroom setting. |
|--|--|

The examples and responses are not intended to be inclusive.

Possible Disciplinary Options/Responses for Level II Infractions Targeted/Strategic Interventions

- | | |
|---|--|
| <ul style="list-style-type: none"> • Behavior Contracts • Structured Breaks • Counselor Referral • Daily Behavior Form • Mentoring • Positive Behavior Plan • Restorative Consequences • Skill Groups | <ul style="list-style-type: none"> • SAP Referral • Pupil Focus Referral • Collaboration with Counselor or Case Manager • After School Detention • Saturday Detention • In-School Suspension • Out of School Suspension |
|---|--|

The examples and responses are not intended to be inclusive.

Level III Misconduct

Level III offenses are managed in the office with Administration or designee and potentially Central Office. Level III infractions are extremely serious in nature and may include behaviors that result in violence to another person, severe destruction of property, or actions that pose a direct threat to the safety of others in the total school environment. All Level III offenses are referred to building level administration and will be handled according to this Discipline Code. These acts may be criminal and require legal action.

Examples of Level III Infractions

- | | |
|---|--|
| <ul style="list-style-type: none"> • Chronic Level II behaviors • Instigating a Fight/Assault/Threats on School Property • Filming/Sharing Inappropriate Footage • Possession and/or Use of smoking products • Under the Influence, possession and/or use of drugs, alcohol/paraphernalia and/or look-alike drugs • Threat to School District Personnel • Harassment and/or Assault on any School District Personnel | <ul style="list-style-type: none"> • Vandalism/Tampering w/ or Destroying School Property • The Commission of Arson or Explosion or the threat of • Bomb Threats • Unlawful Violence • Tampering w/ Computers or Networks • Stealing/Theft/Extortion • Trespassing on School Property • Trespassing on Personal Property of any School District Personnel • Any other offense that detracts from a student's ability to learn or a teacher's ability to teach in the classroom setting. |
|---|--|

The examples and responses are not intended to be inclusive.

Possible Disciplinary Options/Responses for Level III Infractions Individualized Interventions

- | | |
|--|---|
| <ul style="list-style-type: none">• Family Conference• Threat Assessment• Drug/Alcohol Assessment• Mental Health Assessment | <ul style="list-style-type: none">• Out of School Suspension• Citation• Alternative Placement• Expulsion |
|--|---|

The examples and responses are not intended to be inclusive.

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

The infractions and responses listed in this section are not intended to be inclusive; they are suggested actions that may be taken. Additional consequences are at the discretion of building administration.

Should an occasion arise that demands it, reasonable force may be used by an educator, administrator, school police, staff, or security personnel.

Examples of such situations are to quell a disturbance, or to obtain possession of weapons or dangerous objects, for self-defense, for protection of a person's property, or to remove a student who is disruptive or a danger to themselves or others.

CONDUCT POLICIES

Bomb Threats Policy #218.2

"Any person who furnishes any false information to a police officer or to any appointed or elected official or to any employee of any political subdivision of this Commonwealth or to any official or employee of any public, private, or parochial school, railroad or railroad depot or station, theater, or other place of assembly concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor and shall, upon conviction, be sentenced to pay a fine not to exceed \$5,000.00 or undergo imprisonment not to exceed five (5) years, or both" (Penal Code of Pennsylvania). **Any student making a bomb threat is also subject to suspension and/or expulsion.**

Bullying Policy #249

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

Discrimination/Title IX Sexual Harassment Affecting Students Policy #103

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

Drug and Alcohol Policy #227

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

Gambling Policy #904

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

Hazing Policy #247

Canon-McMillan School District does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity.

Possession of Weapon

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

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

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

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

The term "weapon" shall include "weapon look-alikes," including any instrument or implement designed to look like a weapon. "Firearm" shall have the meaning set forth in Section 921 of Title 18, United States Code.

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

STUDENT RESPONSIBILITIES: CODE OF CONDUCT

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

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

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

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

FROM THE PENAL CODE OF PENNSYLVANIA

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

Use of Tobacco Products Policy #222

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product, electronic cigarette, e-cigarette, electronic vaping device, or any inhalation device that simulates smoking; and smokeless tobacco in any form.

The Board prohibits tobacco use and possession 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.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

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

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

Vandalism

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

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

DRESS CODE POLICY #221

The faculty and administration believe that student dress is primarily the responsibility of the family. We have confidence that our students and parents/guardians will make appropriate decisions on both school attire and appearance. Students must wear styles and clothing which do not constitute a health or safety hazard; do not cause a substantial disruption of the school program; interfere with the rights of others; and do not cause damage to school property or school buses. However, it remains the final decision of the school in cases of dress code infractions. Cultural exceptions are typically granted. Students may be required to wear prescribed clothing in specific classes such as gym, art, science laboratory, etc.

STUDENT RESPONSIBILITIES: CODE OF CONDUCT

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

- Clothing/accessories that promote, or are related to alcohol, tobacco, drugs, weapons, discrimination or sexually suggestive content may not be worn at any time on school grounds.
- Slippers and blankets cannot be worn or brought into the building, unless it is a school-related theme (i.e. spirit week).
- Hats, hoods, bandanas, or other types of non-cultural head coverings are prohibited within the building during school hours.
- All outerwear garments (i.e. coats) are to be stored in lockers during the course of the school day.
-
- All articles of clothing must be worn in a manner that does not expose undergarments or lack thereof.
- Wallet chains, spiked collars, spiked bracelets, and unprofessional jewelry/accessories are prohibited on school grounds.
- Sunglasses may not be worn in school (unless warranted by a medical condition and verified by the school nurse).

Number of Infractions	Disciplinary Options/Response
1	Change of clothes and a warning
2	Change of clothes and after-school detention
3-4	Change of clothes and Saturday detention
5	Change of clothes; in-school suspension; parent conference
6+	In-school suspension; out of school suspensions, determined as the incidents increase in occurrence

Articles of clothing that detract from education in any capacity are not permitted, and administration or designee have the right to enforce the dress code and subsequent actions as situations arise at their discretion.

DISCIPLINARY OPTIONS/RESPONSES

No student has the right to interfere with the education of other students or the orderly operation of the school. It is the responsibility of every student to respect the rights of educators, other students, administrators, and everyone else involved in the operation of the school. However, when those rights are violated, or inappropriate behaviors are exhibited, the person who made the mistake will be disciplined. Discipline takes many forms, most of which are listed below. The type of discipline used is intended to stop a disruption, correct the problem, or modify inappropriate student behaviors.

RECONCILIATION THROUGH RESTORATIVE PRACTICES

Invariably, students will break rules. When this happens, students will need to re-enter the community for the community to heal. Reconciliation is a collaborative and interpersonal process that may include respectful dialogue as well as active listening about the event or occurrence in order to begin to re-establish healthy interactions and relationships. The District will work towards reconciliation through the use of restorative/transformational justice practices. These practices are defined as a way to hold individuals responsible for their actions, repair harm and hurt to victims, and provide resources and support to individuals who caused harm by reintegrating them back into the community. Restorative justice focuses on mutual respect, communication, and a commitment to building and maintaining relationships as opposed to focusing solely on the misbehavior.

AFTER-SCHOOL DETENTION (ASD)

After-school detention (ASD) is held on Tuesdays, Wednesdays, and Thursdays from 2:45 PM to 3:45 PM. A student may be assigned after-school detention by a teacher, administrator or his/her designee. Parents and students will have a minimum of one (1) day advance notice of the detention. A teacher will be assigned to supervise the detention and students must abide by all rules of the detention program. Students may be assigned written work and/or are expected to be academically productive.

Failure to serve ASD will result in the following:

- 1st failure to serve = assigned additional ASD
- 2nd failure to serve = assigned Saturday Detention
- 3rd failure to serve = assigned two Saturday Detentions

SATURDAY DETENTION

Saturday Detention will take place from 8:30–11:30am on assigned Saturdays. A student may be assigned Saturday detention by a teacher, administrator or his/her designee. Transportation is the responsibility of the student and/or parent/guardian. Parents and students will have a minimum of one (1) days' notice of the detention. A teacher will be assigned to supervise and students must abide by all rules of the detention program. Students may be assigned written work and/or are expected to be academically productive. Students must be on time for detention. There is no admission after 8:30 A.M. Note: In the event of inclement weather, please call 724-745-1400, the main school number for notice of cancellation of Saturday detention. A decision will be made prior to 7:45 A.M.

Failure to serve Saturday Detention will result in the following:

- 1st failure to serve = assigned additional Saturday Detention
- 2nd failure to serve = assigned In-School Suspension
- 3rd failure to serve = assigned two In-School Suspensions

IN-SCHOOL SUSPENSION (ISS) POLICY #233

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

Rules for Students Assigned To ISS

- You must report to the designated ISS room at the beginning of first period on the day(s) you have been assigned.
- Cell phones/electronic devices will be collected upon entry to the ISS room and returned at the end of the school day. If a student is found with a PED, another day of ISS will be assigned.
- If you are absent on a day you are assigned to ISS, you must serve the time as soon as you return.
 - If more than one day has been assigned, the day(s) you missed will be added.
- If you leave school early for any reason while you are in ISS, you must repeat the day.
- Bring all of your books, notebooks, and other materials to ISS, including pencils, pen and paper.
- Additional assignments and activities may be assigned while students are assigned to ISS.
 - All assignments and activities must be completed to the satisfaction of the ISS coordinator before students will be released from their ISS assignment and allowed to resume their regular school schedule.
- While in ISS you may not go to your locker, to the library, to a classroom, or to any other area of the school.
- You must follow all the rules in the ISS room including those related to being excused to the restroom and having lunch.
- You MUST follow the instructions of the ISS supervisor.
- Failure to complete the assignments and activities and/or failure to follow the rules of ISS may result in additional disciplinary action.
- Any student attending Western Area or Parkway must remain at the high school on the day of their ISS and serve the full day.

On days of in-school suspension, the suspended student is ineligible to participate in any/all extracurricular activities (practices included) either as a participant or spectator.

Failure to serve ISS will result in the following:

- 1st failure to serve = assigned additional ISS
- 2nd failure to serve = 3 ISS and a Parent Meeting
- 3rd failure to serve = Possible Out of School Suspension

OUT OF SCHOOL SUSPENSION (OSS) POLICY #233

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

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

EXPULSION POLICY #233

The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days.

The disciplinary options/responses listed in this section are not intended to be inclusive; they are suggested actions that may be taken. Additional consequences are at the discretion of building administration in cooperation with the school district based upon the infraction.

EXTRACURRICULAR EXCLUSIONS

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

Guidelines for Extracurricular Exclusions

The penalties that follow are as a result of any type of suspension, in-school or out of school, or a combination of any type of suspension. All penalties are subject to reconsideration at the discretion of administration depending on the severity of the infraction.

Suspensions	Disciplinary Options/Response
2	Warning letter
3	Extracurricular exclusion for up to 45 days from the date of the infraction
4	45 day extracurricular exclusion

CLUBS/ACTIVITIES & ATHLETICS

This section is designed to help students become aware of the clubs and activities available at Canon-McMillan High School. All students are encouraged to review the handbook below to know what is offered beyond the classroom setting.

Extracurricular involvement helps to develop leadership, responsibility, competence, self-confidence, and integrity, qualities a well-rounded person needs to become a productive, confident member of society.

In addition to eligibility requirements set forth by the school, some of these organizations have specific requirements for membership and retention of membership. This additional information will be provided by the sponsor of the organization upon request.

CLUBS AND ACTIVITIES HANDBOOK



ATHLETIC ELIGIBILITY AND EXPECTATIONS

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

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

STUDENT ATHLETE EXPECTATIONS:

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

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

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

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

The high school has a large number of clubs and organizations. **Students should be aware that every club, organization, and team has specific rules, regulations, and by-laws that cover participation and membership.**

When joining any group, students should become very familiar with all aspects of the organization's constitution and by-laws. Since specific rules and regulations are somewhat different for each group and team, rules of eligibility apply before any student can become a member.

EXTRACURRICULAR ELIGIBILITY: A student is eligible for extracurricular activities if the student:

1. Has a cumulative grade point average of 2.0 or better in the equivalent of four (4) full credit major subjects during the preceding nine weeks and the time of participation.
2. Maintains a passing grade point average of 2.0 or better in the equivalent of four (4) full credit subjects during the preceding nine weeks and the time of participation.
3. Has not received any Level II or III nor any repeated Level I misconduct reports during the school year (*applies to student elective offices*)
4. Has not missed twenty (20) or more school days during the current school year (School District Policy #204). If so, the student will not become eligible until completing sixty (60) days of attendance.
5. Has not been removed from any previous activity or school elective position for lack of attendance or participation (elective offices).
6. Students must be present a minimum of 3½ consecutive hours during a school day in order to be eligible to participate in after school extracurricular activities and/ or events including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

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

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

EXTRA-CURRICULAR EXCLUSION GUIDELINES & TERMS

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

Guidelines for Extracurricular Exclusion

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

SUSPENSIONS	PENALTY (PER YEAR)
2	Warning letter
3	Up to 45 day exclusion dependent upon infraction
4	45 day exclusion

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

ON THE DAY OR DAYS OF AN OSS OR ISS, THE SUSPENDED STUDENT IS INELIGIBLE TO PARTICIPATE IN ANY/ALL EXTRACURRICULAR ACTIVITIES, BOTH AS A PARTICIPANT AND A SPECTATOR, INCLUDING PRACTICE.

ACCIDENT REPORTING

Even though many precautions are taken to avoid accidents, each year accidents do happen.

Students must report an accident, as soon as possible, to the school nurse or the principal. An athlete who is injured while on the athletic field/court, during practice sessions, or during an interscholastic contest, is to deal directly with the coach who will complete the proper paperwork.

CANON-MCMILLAN APPAREL

We remind all coaches and activity sponsors of the Canon-McMillan School District Policy regarding proper attire for students.

The following procedures are to be followed to alleviate any future apparel concerns:

- Any athletic apparel must be approved by the Athletic Director prior to order and purchase.
- Any school based apparel must be approved by the building principal prior to order and purchase.
- Coach(s) and/or sponsor(s) are **responsible** for representational materials of the team/organization.
- Violations of these procedures will result in disciplinary action.

The Board of Directors of the Canon-McMillan School District authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices. Please refer to the "dress code" section under Non-instructional Responsibilities for the high school dress code.

We continue to encourage your enthusiasm and school spirit as coaches and/or sponsors of Canon-McMillan High School Programs.

FUNDRAISING

All fundraising activities must be submitted to the Athletic Office for approval by the School Board of Directors at the June, September, and January meetings. *No student, individual, or organization may sell anything on school property or at school sponsored events without this approval.* Items not related to Canon-McMillan activities are not permitted to be sold on school grounds at any time. Any organization participating in games of chance must also submit a small games of chance license to the Athletic Office, **724-745-1400 x 5007**.

APPENDIX A

District Policies

A complete set of Canon-McMillan School District policies are available on the district's webpage through [BoardDocs](#).

Please ensure that all policies mentioned within this handbook are reviewed as it is expected that all students will abide by the policies set forth by the Board of Directors and the Canon-McMillan School District.

APPENDIX B

District Forms

PHOTO OPT-OUT

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

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

[Canon-McMillan School District's District-Wide 24-25 Photo Opt-Out Form](#)

A LA CARTE AND EXTRA FOOD PURCHASES

To view this letter and to have access to the permission slip, please use this [link](#).

Please note that the A La Carte permission form is NOT required to be re-submitted every school year.

A new copy is only needed in order to make changes to your child's current status or if they are new to the district and don't have a form already on file.

APPENDIX C

Canon–McMillan High School Forms

ATTENDANCE

[Early Dismissal Form](#)
[Excused Absence Form](#)
[Pre-planned Trip Form](#)
[Tardiness Excuse Form](#)

NURSE'S OFFICE

[Allergy Action Form](#)
[Student Emergency Card](#)
[Medication Authorization Form](#)
[Physical Form](#)
[Dental Form](#)

PROGRAMMING

[Chill Opt-Out Form](#)
[Student Assistance Referral](#)

APPENDIX D

Student Handbook Acknowledgement

2024-2025

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

This form is electronic and requires both a parent/guardian and student digital signature.

Please click the link above to complete the acknowledgement form.

It must be completed by **Friday, September 6, 2024.**