



*Community, Excellence, Character*

Carlynton Junior-Senior High School  
**STUDENT HANDBOOK**  
2024-2025

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**Dear Carlynton Junior-Senior High School Community,**

Welcome to the 2024- 2025 school year! This handbook is designed for students and their families. The purpose of the handbook is to help you gain a better understanding of how the community operates at Carlynton Junior-Senior High School. The Board of School Directors, administrators, teachers, parents, and students share responsibility in providing the best possible educational program. We can all contribute to the success of the entire community by exercising our strong character in following school policies and procedures to ensure the highest level of academic, athletic, and artistic excellence this year.

Please read and review this handbook with your family and discuss the importance of every member of the community partaking in following the rules and expectations laid out here. If we all pull together and try our hardest, there is no doubt that this will be a successful year. We ask students to do their best as the school community strives to establish connections to inspire achievement. Together we will build upon the tradition of excellence at Carlynton Junior-Senior High School.

We look forward to celebrating the successes of every student in 2024 - 2025..

1,2,3...Cougars,

Sincerely,

**Mrs. Marsha Burleson**  
Junior High School Principal  
Carlynton Junior High School

**Mr. Michael C. Loughren**  
Senior High School Principal  
Carlynton Senior High School

## **Mission Statement**

The Carlynton School District recognizing the shared responsibility of educators, students and families of this culturally diverse community, will provide a challenging educational program for all students within a safe nurturing environment, which will enable them to function as productive, ethical and responsible global citizens.

## **Belief Statement**

*We believe that:*

- Education is worth the commitment of time, money and effort
- Education is a cooperative effort of parents, students, staff and community All students are unique individuals with varied interests and abilities
- All students can be successful learners based on ability
- All students have a right to be educated to their fullest potential Individual guidance is critical to maximize each student's potential Students should be encouraged to reach their potential
- High expectations directly affect performance Each individual deserves respect and dignity
- A nurturing, safe environment is conducive to learning
- The school district encourages students to be responsible members of a global society

### **Carlynton School District Alma Mater**

*Our Alma mater ever, your colors green and gold,*

*The symbol of your strength in the cougar's cunning bold.*

*With truth and learning in your hall,*

*A loyal friend to us all,*

*Oh, memories live of days gone by,*

*Sing praise to Carlynton high.*

*~John J. Bandyk*

School Colors: **Green & Gold**

School Mascot: **Cougar**

**BOARD OF EDUCATION**

Mr. James Schriver, President

Ms. Susie Puskar

Mr. Joseph Appel, Vice President

Mrs. Christine Simcic

Mrs. Kelly Zaletski, Treasurer

Ms. Jessica Vogliano

Mr. George Honchar

Mrs. Kelly Zaletski

Mrs. Leeanne Mitchell-O'Brien, Esq.

Mr. Derek Luke

**Central Office**

**Carlynton School District Administration**

**412-429-8400**

**Callers must press "1" prior to dialing the extension of the person being called.**

Superintendent

**Dr. John Kreider – Ext. 1101**

Assistant Superintendent

**Dr. Jeff Taylor - Ext. 1130**

Secretary to the Superintendent/PR

**Ms. Rachel Whoolery – Ext. 1102**

Business Office Coordinator/Transportation

**Mrs. Amy Jenkins – Ext. 1107**

Cafeteria Assistant

**Mrs. Lynn Mollica – Ext. 1119**

Director of Fiscal Affairs/Budget

**Mr. Keith Bielby– Ext. 1105**

Director of Special Education and Pupil Services

**Dr. Patricia Serdy – Ext. 3309**

Food Service Director

**Mr. Ryan Racicot – Ext 1118**

Home School Visitor

**Mrs. Bethany Mudd - Ext. 2918**

Maintenance Working Foreman

**Mr. Albert Pater – Ext 1121**

Payroll Secretary

**Ms. Lori Arrington – Ext. 1106**

Pupil Services Secretary

**Mrs. Megan Thomas– Ext. 1112**

Registrar/PIMS Administrator

**Mrs. Kimberly Cail - Ext. 1125**

School Psychologist

**Dr. Patricia Serdy – Ext. 1122**

Special Education Access Coordinator

**Mrs. Sharon Stengel - Ext. 1131**

Special Education Secretary

**Ms. Rena Taylor– Ext. 1132**

Technology Facilitator

**Mr. Joshua Jones – Ext. 4612**

## Carlynton Junior-Senior High School

### High School Office

412-429-2500

**Callers must press “8” prior to dialing the extension of the person being called.**

Junior High Principal	<b>Mrs. Marsha Burleson - Ext. 1115</b>
Senior High Principal	<b>Mr. Michael C. Loughren Ext. 1109</b>
Assistant Athletic Director	<b>Ms. Annemarie Bunch – Ext. 1123</b>
Athletic Director	<b>Mr. Nathan Milsom – Ext. 1123</b>
Attendance Secretary	<b>Mrs. Kathy Watson – Ext. 1108</b>
Computer Lab Technician	<b>Mrs. Angie Zenone – Ext. 2114</b>
Junior High Guidance Counselor	<b>Mrs. Helen Schearer – Ext. 1114</b>
Senior High Guidance Counselor	<b>Mrs. Stefanie Barnes – Ext 1122</b>
Guidance Secretary	<b>Ms. Kari Gallagher – Ext. 1116</b>
Junior - Senior High School Secretary	<b>Mrs. Erin Kozy – Ext. 1117</b>
School Nurse	<b>Mrs. Sharon Keruskin – Ext. 2911</b>

Parents who wish to contact a teacher may access that teacher’s voicemail by dialing **412-429-2500, the number 8, the teacher’s four-digit extension number, and then the number 8 for voice mail.** Teachers will return all calls within 24 hours. Teachers are not permitted to return calls during class periods.

### Junior - Senior High School Faculty

<b>Teacher Name</b>	<b>Subject Area(s)</b>	<b>Phone Ext.</b>
Badger, Carrie	Science	2202
Banaszak, Pete	Physical Ed/Health	2914
Begg, Laura	Social Studies	2103
Bunch, Annemarie	Special Education	2118
Carroll, Zeffie	Reading/English	2210
Cerveris, Chelsie	Reading/English	2114
Colonna, Christopher	Science/Social Studies	2221
Cosnek, David	Science	2223
Donovan, Michael	GATE	2229
Emanuelson, LeNora	Music	2102
Enck, Rachel	English/Art	2120
Filus, Emily	Technology Education	2119
Fischer, Kristen	English	2112
Foltz, Rachel	Social Studies	2109
Fusan, Rebecca	Science	2201
Garland, Christine	Mathematics	2222

Gevaudan, Ryan	Business Ed/Computers	2111
Glasspool, Kimberly	Science	2220
Hahn, Melinda	English	2121
Dennis, Leslie	ESL	2107
Meier, Michelle	ESL	2207
Harger, Jennifer	English	2208
Ifft, Abby	Learning Support	2110
Istik, Anthony	Mathematics	2209
Jackson, Tonilyn	English	2213
Jones, Elizabeth	Science	2220
Kozy, Michael	Mathematics	2118
Lewis, Melanie	Life Skills	2104
MacMurdo, Kevin	Special Education	2206
Malobabich, Rebecca	Mathematics	2115
Mitchell, Dina	Learning Support	2224
Nocera, Brittany	Technology Education	2119
Obidowski, Todd	Music	2101
Palko, Norm	Physical Ed/Health	2914
Palonis, William	Science	2216
Parson, Doris	Mathematics	2117
Patsko, Timothy	Social Studies	2211
Pepe, Gerald	Transition	2123
Petronsky, Greg	Social Studies	2108
Post, Tracy	Social Studies	2106
Rusinko, Marisa	Spanish	2227
Sasson, Timothy	Learning Support	2206
Stagl, Matthew	Social Studies	2215
Steiner, Wendy	English	2113
Stone, Pamela	Learning Support	2214
Trombetta, Jacob	Mathematics	2116
Ewing, Robin	French	2228
Vayanos, Marlynn	Art	2205
Vayanos, Steven	Spanish	2225
Verbanick, Suzanne	Home Economics	2105

**Aides:**

Mrs. Pam Quinlan  
Mrs. Jane Corral  
Ms. Rebecca Macek

Mrs. Michelle Tate  
Mrs. Sue Ankrom

Ms. Amanda Evy  
Mrs. Sally Trombetta

**INTRODUCTION**

The Student Handbook is a reference guide for students and families. It provides information on what is required of students in order to have a successful learning experience. Every employee in the district will help students as they strive towards excellence in academics, athletics and the arts.

The contents provide both junior high and senior high students with information that can help them achieve success. The purpose of coming to school for a junior high student or a senior high student is the same. The school provides a platform for the student to perform.

### **ATTENDANCE**

In order for students to achieve excellence in their academic, athletic or artistic endeavors, they need to be present. Regular attendance is a must for students to succeed. Outlined below is the Carlynton School District attendance policy.

All children between the ages of six (6) and seventeen (17) must be enrolled in and attend school on a regular basis. If a parent begins a child's education prior to age six, the child must remain in school as prescribed by law. Parents are asked to contact the Attendance Secretary, Mrs. Watson at ext. 1117 when their child is absent.

Parents are asked to contact the Attendance Secretary, /Mrs. Watson at ext. 1117 when their child is absent.

### **Excused Absences**

The only absences excused by the state code are

- a. Illness of the student
- b. Death in the immediate family
- c. Quarantine of the family
- d. Impassable roads (as determined by the District)
- e. Court appearance with proper documentation
- f. Pre-approved religious educational events

The District will accept a parental excuse for the first ten (10) days of absence per year. A properly signed excuse must be submitted to the school office within three (3) days of a student's return to school. If submitted after three days, the absence is an illegal absence.

The District will notify parents, via regular mail,

of any student who has accumulated three (3) absences. This excludes absences excused by a doctor. Days excused by a certified medical provider will be accepted by the District and will not count toward the ten (10) days outlined above. A doctor's excuse is required for every absence over ten (10) excused absences. Students who miss more than ten (10) days of school and do not provide a doctor's excuse will be considered illegally absent/truant from school.

Students may make up work missed by any excused absence or suspension. Make-up work is entirely the student's responsibility. Failure to make up class work and tests within the same number of days missed will result in a failing grade for the missing work.

**STUDENTS WHO ACCUMULATE 20 UNEXCUSED/ILLEGAL ABSENCES DURING THE SCHOOL YEAR WILL NOT RECEIVE ACADEMIC CREDIT FOR THE YEAR. AN INCOMPLETE WILL BE PLACED ON THEIR REPORT CARD ONCE THE 20 DAY THRESHOLD HAS BEEN REACHED. THIS POLICY WILL BE ENFORCED FOR STUDENTS WHO ACCUMULATE 20 UNEXCUSED ABSENCES FROM A PARTICULAR CLASS PERIOD.**

***Please refer to the Carlynton School District Attendance Policy (204) for further details.***

### **Family Vacations**

Pre-approved family trips count toward the ten (10) days of parent excused absence per year. Students must receive pre-approval for all family educational trips. Days not pre-approved or that exceed the ten day (10) limit will be considered unexcused and/or illegal.

### **College Visits**

Seniors will be excused for up to four (4) pre-approved postsecondary visits during their senior year. Juniors will be excused for up to two (2) pre-approved postsecondary visits during the spring semester of their junior year. These visits will not count against the student's ten (10) days of absence. Upon returning to Carlynton, the student must provide a letter from the post-secondary school(s) s/he visited that documents the visit.

### **Illegal Absences**

Students will **not** be permitted to make up work missed during an illegal absence. Additionally, students may not participate in any after school activities on the day of an illegal absence.

After the third illegal absence, parents will receive a letter from the principal's office along with a copy of the legal penalties for the violation of compulsory attendance. A third illegal absence will result in this information being sent home via certified mail. Upon a student's fourth absence, the district will attempt to create a Student Attendance Improvement Plan (SAIP) with the student and his/her family. If the family fails to participate in any meetings or conversations regarding this plan, or the student continues to demonstrate unmodified truant behavior, the district may pursue charges with the local magistrate. The district may also make a referral to the Focus on Attendance Program in an attempt to provide additional services that may curb the truant behavior.

Habitually truant students (three or more citations) may be referred to CYF.

### **Tardies**

Students are expected to arrive in their homeroom prior to 7:33 AM each morning. At the secondary level, students arriving after 7:33 AM and prior to 9:10 AM will be marked tardy, students arriving after 9:10 AM and 10:50 AM will be marked absent for half a school day. Students arriving after 10:50 AM will be marked

absent for the entire day.

For the first 10 occasions of tardiness, a parent note will be accepted and students will be able to make up missed work if the note properly excuses the tardiness. When tardiness to school occurs beyond the tenth occasion, students will be required to submit a doctor's note for the tardiness to be excused. Students are not permitted to make up work for unexcused tardiness to school. Based upon cumulative minutes of missed instruction, principals may file charges with the local magistrate.

### **Unexcused Tardies = No Parent/Medical Excuse Provided**

1. Student may not make up work
2. Students may not participate in any activities until after the next official day of school.
3. Students are subject to discipline per Policy 204.
  - a. Unexcused Tardies 3-5 will EACH result in after-school detention
  - b. Unexcused Tardies 6-9 will EACH result in Saturday detention
  - c. Unexcused Tardies 10+ will EACH result in In-School Suspension

### **Additional Discipline for Chronically Tardy Student**

Student drivers who accumulate 5 or more tardies during a semester will have their driving privileges revoked for the remainder of that semester.

Additional tardies may result in additional suspension and/or referral to the magistrate (based on cumulative minutes).

Students must be in attendance for five (5) consecutive periods to participate in any school event. Students must be in attendance periods four through eight to be eligible.

## ACADEMICS

### Academic Guidance

A staff of trained school counselors is available at Carlynton to discuss educational, vocational, social, and personal problems with students individually or in groups. Students are encouraged to seek out the help, advice, and support of their counselor in matters of personal and career planning, as well as when problems and questions arise. All problems are treated with the utmost confidentiality.

### Junior High Students

Junior high students will engage in a nine period school day. The classes will include studies in the core subject areas of English, Math, Social Studies and Science. Additionally, all seventh grade students will be enrolled in a Reading class. Eighth grade students will have more choice in their schedules and may be enrolled in a Foreign Language class as opposed to Reading 8. Both seventh and eighth grade students will have two periods of rotation classes to gain exposure to additional content. All junior high students will be enrolled in the WIN Period, which stands for “What I Need”.

Below is an image of a typical Junior High student schedule:

Exp	Tim	Crs-Sec	Course Name	Teacher	Room
HR(M-F)	22-23	HMRM-27	Homeroom	Banaszak, Peter	208
1(M-F)	22-23	1450-1	Science 7	Colonna, Christopher	221
2(M-F)	22-23	1150-2	English 7 Academic	Harger, Jennifer	208
3(M-F)	22-23	1250-3	World History 1	Palsko, Timothy	211
4(M-F)	Q1	1850-1	Art 7	Vayanos, Marilyn	205
4(M-F)	Q2	2253-2	Wellness 1	Banaszak, Peter	204
4(M-F)	Q3	1752-3	Computers 7	Gevaudan, Ryan	111
4(M-F)	Q4	1940-4	Music 7	Emanuelson, LeNora	102
L1A(M-F)	22-23	2501-1	Lunch Jr High	TBA1, TBA	CAFE
65C(M-F)	22-23	1351-2	Pie-Algebra 7	Islik, Anthony	209
7DE(M-F)	22-23	1160-5	Reading 7	Carroll, Zeffie	210
8(M-F)	Q1	1552-1	French Intro	Ewing, Robin A	228
8(M-F)	Q2	2250-2	Physical Education 7	Banaszak, Peter	GYMS
8(M-F)	Q3	1550-3	Spanish Intro	Rusinko, Marisa	224
8(M-F)	Q4	2150-4	Tech Ed 7	Nocera, Britney	119
9(M-F)	22-23	2720-5	WIN 7	Colonna, Christopher	221

### Senior High Students

Students in the senior high school also have a 9 period day. Their schedules are very similar to the junior high students. At the conclusion of their fourth year in high school, students will need to have accumulated 24 total credits. Classes are assigned a credit value. In general, classes that meet for only one semester receive .5 credits. Classes that meet all year receive 1 credit. There are also classes that have more credit. Please refer to the Program of Studies.

### GRADUATION REQUIREMENTS

Subject	Credits
English	<b>4.00</b>
Mathematics	<b>3.00</b>
Science	<b>3.00</b>
Social Studies	<b>3.00</b>
Physical Education	<b>2.50</b>
Electives	<b>8.50</b>
<b>Total</b>	<b>24.00 Credits</b>

A credit is earned for a course upon satisfactory completion of one hundred twenty (120) clock hours of instruction in a planned course.

## Grading

Report cards are issued each nine weeks. Grades will be reported as follows:

1. Nine (9) week and final exam grades will be reported in percentages.
2. These grades will then be averaged to determine the final course grade.
3. The final course grade for the semester/year will be recorded as a percentage.
4. Quality points for GPA calculations will be earned as follows:

90% - 100% = 4 quality points

80% - 89% = 3 quality points

70% - 79% = 2 quality points

60% - 69% = 1 quality points

0% - 59% = 0 quality points

Pass or Fail courses use P for passing and NC (No Credit) for failing.

An I grade (Incomplete) is normally issued when a student has not had an opportunity to make up class work missed due to an extended illness. Students have two weeks to complete makeup work after receiving an incomplete (I) grade. This is a temporary grade and will be replaced by the actual percentage two weeks after the close of the grading period.

## JUNIOR-SENIOR HIGH SCHOOL HONOR ROLL

Students who exude academic excellence are eligible for the honor roll, high honor roll or distinguished honor roll, a pupil must meet the following criteria:

1. The student must be enrolled in a minimum of four (4) subjects each

semester (excluding Physical Education), which reflect at least four (4) units of credit for each semester.

2. The student's non-weighted 9-week average of included courses:
  - a. Distinguished Honor Roll - Average = 95% and above
  - b. High Honor Roll - Average = 90% to 94%
  - c. Honor Roll - Average = 85% to 89%

## Class Rank

Class rank is calculated for the senior high school students. It will be calculated by averaging the final percentage of all classes in grades nine through twelve to obtain an overall percentage average. The academic Valedictorian and Salutatorian, the Number 1 and Number 2 ranked students in the class respectively, will be determined from those students pursuing a curriculum containing the following:

1. Four credits of English
2. Three credits of Science (See Board Policy for specific course requirements)
3. Three credits of Mathematics (See Board Policy for specific course requirements)
4. Three credits of Social Studies
5. Two credits of a Modern Foreign Language

## Weighted Grades

High school students who choose a more rigorous academic course load will receive weighted grades. These weighted grades are used for the purpose of calculating class rank. The weighted grades acknowledge the rigor of academic coursework while maintaining a fair standard for all students. The weighted grades will not be applied for honor roll purposes.

## Advanced Placement Courses & Dual Enrollment

AP Biology, AP Calculus, CIH Chemistry, French 3, 4, and 5 (DE), AP Language and Composition, AP Literature and Composition, DE Statistics, AP U.S. Government and Politics,

AP U.S. History, Spanish 3, 4, and 5 (DE)

Recognizing that Advanced Placement and dual enrollment courses carry with them the standards established for postsecondary study at the college or university level, these courses will carry a weight for percentages earned 70% or higher for the purpose of calculating class rank. The final grade for each Advanced Placement and dual enrollment course will be calculated by adding 9 percentage points to the final percentage grade earned. Grades of 70% or lower will not be weighted. Although French 3 is not yet Dual Enrollment, the course will still carry a 9% weight.

***In order to receive weighted credit, students must participate in the AP testing program.***

### **Scholar Courses**

Algebra 1-Scholars (8th Grade), Algebra 2-Scholars, Pre AP US History 1, Pre AP US History 2, Biology-Scholars, Chemistry 10-Scholars, English 10-Scholars, English 9-Scholars, Geometry Scholars, Human Anatomy & Physiology, Organic Chemistry, Physics 1, Pre-Calculus

Recognizing that Scholar Courses demand a higher level of analytical reading ability and cognitive thinking, these courses will carry a weighted grade for percentages higher than **70%** for the purpose of calculating class rank. Grades of **69%** or lower in a Scholar Course will not be weighted. Weighting in each Scholar Course will occur by adding 4.5 percentage points to the final percentage for the purpose of calculating class rank.

### **Credit Recovery**

Credit recovery will be available to students if they have failed a course. Students should meet with their respective guidance counselors to learn about credit recovery opportunities. If a student needs to enroll in a credit recovery program, then the family will be responsible for the cost of the program. The credit recovery process will commence at each quarter break. Students in need of credit recovery will learn about this process

when they have their class meetings with their respective guidance counselor.

### **SCHEDULING**

The scheduling process begins in January of each year. It is a very arduous task to schedule classes for approximately 650 students, involving more than 50 teachers and 200 different courses.

All schedule change requests must be submitted prior to the first day of the school year. Because of established seating limits and other variables, it is strongly recommended that any request for a schedule change be submitted before the end of June so it can be determined whether it can be accomplished. After the student schedules are sent home in August, schedule changes will be accepted for the following reasons:

1. An error
2. The completion of a summer school course
3. A change due to a student's performance on the PSSA or Keystone exam
4. A change in career preparation

Students who wish to request a schedule change are to complete a Schedule Change Request Form prior to the first day of school. This form can be obtained in the Guidance Office. The completed form is to be signed by a parent/guardian and returned to the guidance office. Approved or unapproved schedule changes will be noted on this form, along with the proper administrative signature, and returned to the homeroom teacher for distribution to the student. A parent's signature is required on all schedule changes.

### **ADD/DROP**

The goal of the administration is to develop a master schedule that enables each student to take the required and elective classes of his or her choice. In an effort to meet this goal many variables such as class size and teacher availability must also be considered. As a result, it is imperative for the student to realize that when a course is requested in the initial scheduling

process, it is a commitment to schedule and complete the course. Recognizing that a student may have a change in his/her vocational direction, the following Drop/Add policy, # 213, must be followed:

- A student will be permitted to drop a full year elective course up until the end of the first report period. When a student drops a course up until the end of the report period, a “W” will appear on the report card and the permanent record. Students dropping a course after the first report period will receive a “WF” and the cumulative percentage earned will be used to determine the final percentage average for the course.

**EXAMPLE:**

If a student dropped a full year course after the second nine week grading period and had earned a 70% the first nine weeks and a 60% the second nine weeks, his/her cumulative percentage would be 130%. If a midterm and final exam were required for the course, the 130% would be divided by 6 for an average of 22%. (This assumes that midterm and final exams were required in the class. If those exams were not required, the 130% would be divided by 4 for a final average of 32.5 %.)

- Students dropping a semester course after the 4th week will receive a “WF” and the cumulative percentage earned will be used to determine the final percentage average for the course.

**EXAMPLE:**

If a student dropped a semester course after the four week drop deadline and had earned a 75% for the first quarter of the course, the 75% would be divided by 3 for a final average of 25%. (This assumes a final exam was required in the class. If a final exam was not required, the 75% would be divided by 2 for a final average of 37.5 %.)

- If a teacher initiates withdrawal procedures for a student because of extenuating circumstances at any time during the course

year, only a “W” will appear on the report card and the permanent record card.

- If, for some reason, computations are erroneously made by the teacher when computing the final average, the building principal will inform the faculty member in writing and be authorized to correct the error.

**GUIDANCE RESOURCES**

The guidance reception area has information on occupations, careers, colleges/universities, trade, technical, nursing and business schools, the Armed Forces, and financial aid. Guidance counselors will hold class meetings with individual students and push into classrooms to discuss scheduling, explore career interests, college information, and vocational interests.

**Google Classroom**

Each class will have a Guidance Google Classroom assigned to their grade. Important information for students and their parents is pushed out through the grade level Guidance Google Classrooms. Please be sure to frequently check these grade level Guidance Google Classrooms.

**Smore Newsletter**

Additional information is shared on a monthly basis through the Guidance Junior - Senior High School SMORE Newsletter.

**College Visits to Guidance**

Visits by admissions representatives from colleges and other training schools will be made to Carlynton during the course of the school year. Information concerning these visitations will be posted in the Guidance Office and announced periodically. Juniors and seniors who would like to consult with the visiting representatives should sign up in the Guidance Office prior to the day of the visit.

**TESTING**

Academic assessment is absolutely essential to a strong educational program. The results of these

tests provide valid and reliable data needed to evaluate the effectiveness of our educational program. The required testing for all students consists of:

1. Pennsylvania System of School Assessment Tests (PSSA) as established by the legislature will be administered at the required time and grade levels.
2. Keystone Exams are administered to all 9<sup>th</sup> grade Biology students, 10<sup>th</sup> grade English students and Algebra 1S and Algebra 1 students.
3. Midterms and Final Exams will be administered at the end of each semester. The grades for these exams will be used in the computation of the final grade for each course.

## SCHOOL DAY PROCEDURES

### Buses and Arrival

Buses will arrive at 7:15AM. Students will enter the school building through the main entrance. Upon arriving at school, students should go directly to their lockers, and then proceed to their homeroom. All books and materials needed for

morning classes should be gathered at this time.

This is a reminder that the student drop off area is at the loading dock area of campus. Parents are required to drop their children off at that end of the building. At no time should a parent drop their child off in front of the building between 7:15 A.M. and 7:25 A.M. This is designed to ensure the safety of students and faculty.

When the bell rings at the end of each class period to change classes, students should report directly to their next class. Stops at lockers are permitted during the school day. Students moving from room to room should keep to the right side of the halls and stairways.

Students will be permitted to use backpacks to transport books and materials to and from school. Although students are strongly encouraged to keep books and other materials in their assigned lockers, students will also be permitted to carry backpacks during the school day. All bags must be kept under the student's desk at all times, with all contents kept in the bag. **Student backpacks can be searched at any time per Policy 226 Searches.**

### Bell Schedules

Schedule A		Schedule C		Schedule E	
HR:	7:33- 7:45	HR:	7:33- 7:45	HR:	7:33- 7:45
Period 1	7:48- 8:29	Period 1	7:48- 8:29	Period 1	7:48- 8:29
Period 2	8:32- 9:13	Period 2	8:32- 9:13	Period 2	8:32- 9:13
Period 3	9:16- 9:57	Period 3	9:16- 9:57	Period 3	9:16- 9:57
Period 4	10:00- 10:41	Period 4	10:00- 10:41	Period 4	10:00- 10:41
Period 5- A	Lunch 10:44- 11:11	Period 5- AB	10:44- 11:25	Period 5- AB	10:44- 11:25
Period 6- BC	11:14- 11:55	Period 6- C	Lunch 11:25- 11:55	Period 6- CD	11:28- 12:09
Period 7- DE	11:58- 12:39	Period 7- DE	11:58- 12:39	Period 7- E	Lunch 12:09- 12:39
Period 8	12:42- 1:23	Period 8	12:42- 1:23	Period 8	12:42- 1:23
Period 9	1:26- 2:07	Period 9	1:26- 2:07	Period 9	1:26- 2:07

Carlynton Junior-Senior High School Bell Schedules 2024- 2025																	
<b>Bell Schedule #1</b>						<b>Bell Schedule #2</b>											
<i>Daily</i>						<i>One Hour Delay</i>											
Warning Bell 7:30 AM						Warning Bell 8:30 AM											
Homeroom 7:33 - 7:45 AM						Homeroom 8:33 - 8:41 AM											
Period 1 7:48 - 8:29 AM						Period 1 8:45 - 9:19 AM											
Period 2 8:32 - 9:13 AM						Period 2 9:22 - 9:56 AM											
Period 3 9:16 - 9:57 AM						Period 3 9:59 - 10:33 AM											
Period 4 10:00 - 10:41 AM						Period 4 10:36 - 11:10 AM											
<b>Lunch 1 Schedule</b>			<b>Lunch 2 Schedule</b>			<b>Lunch 3 Schedule</b>			<b>Lunch 1 Schedule</b>			<b>Lunch 2 Schedule</b>			<b>Lunch 3 Schedule</b>		
Lunch 1 5A	10:41 - 11:11 AM	Period 5 AB	10:44 - 11:25 AM	Period 5AB	10:44 - 11:25 AM	Lunch 1 5A	11:10 - 11:40 AM	Period 5 AB	11:13 - 11:47 AM	Period 5AB	11:13 - 11:47 AM	Period 5AB	11:13 - 11:47 AM	Period 5AB	11:13 - 11:47 AM	Period 5AB	11:13 - 11:47 AM
Period 6BC	11:14 - 11:55 AM	Lunch 2 6C	11:25 - 11:55 AM	Period 6DE	11:28 - 12:09 PM	Period 6BC	11:43 - 12:17 PM	Lunch 2 6C	11:47 - 12:17 PM	Period 6CD	11:50 - 12:24 PM	Period 6BC	11:43 - 12:17 PM	Lunch 2 6C	11:47 - 12:17 PM	Period 6CD	11:50 - 12:24 PM
Period 7DE	11:58 - 12:39 AM	Period 7 DE	11:58 - 12:39 PM	Lunch 3 7E	12:09 - 12:39 PM	Period 7DE	12:20 - 12:54 PM	Period 7 DE	12:20 - 12:54 PM	Lunch 3 7E	12:24 - 12:54 PM	Period 7DE	12:20 - 12:54 PM	Period 7 DE	12:20 - 12:54 PM	Lunch 3 7E	12:24 - 12:54 PM
		Period 8	12:42 - 1:23 PM					Period 8	12:57 - 1:31 PM					Period 8	12:57 - 1:31 PM		
		Period 9	1:26 - 2:07 PM					Period 9	1:33 - 2:07 PM					Period 9	1:33 - 2:07 PM		
<b>Bell Schedule #3</b>						<b>Bell Schedule #4</b>											
<i>Two-Hour Delay</i>						<i>Activity Schedule</i>											
Warning Bell 9:25 AM						Warning Bell 7:30 AM											
Homeroom 9:27 - 9:31 AM						Homeroom 7:33 - 7:46 AM											
Period 1 9:33 - 10:01 AM						Period 1 7:49 - 8:25 AM											
Period 2 10:04 - 10:31 AM						Period 2 8:28 - 9:04 AM											
Period 3 10:34 - 11:01 AM						Period 3 9:07 - 9:43 AM											
Period 4 11:04 - 11:31 AM						Period 4 9:46 - 10:22 AM											
<b>Lunch 1 Schedule</b>			<b>Lunch 2 Schedule</b>			<b>Lunch 3 Schedule</b>			<b>Lunch 1 Schedule</b>			<b>Lunch 2 Schedule</b>			<b>Lunch 3 Schedule</b>		
Lunch 1 5A	11:31 - 12:01 PM	Period 5 AB	11:34 - 12:04 PM	Period 5AB	11:34 - 12:04 PM	Lunch 1 5A	10:22 - 10:52 AM	Period 5AB	10:25 - 11:01 AM	Period 5AB	10:25 - 11:01 AM	Lunch 1 5A	10:22 - 10:52 AM	Period 5AB	10:25 - 11:01 AM	Period 5AB	10:25 - 11:01 AM
Period 6BC	12:04 - 12:34 PM	Lunch 2 6C	12:04 - 12:34 PM	Period 6CD	12:07 - 12:37 PM	Period 6BC	10:55 - 11:31 AM	Lunch 2 6C	11:01 - 11:31 AM	Period 6CD	11:04 - 11:40 AM	Period 6BC	10:55 - 11:31 AM	Lunch 2 6C	11:01 - 11:31 AM	Period 6CD	11:04 - 11:40 AM
Period 7DE	12:37 - 1:07 PM	Period 7 DE	12:37 - 1:07 PM	Lunch 3 7E	12:37 - 1:07 PM	Period 7DE	11:34 - 12:10 PM	Period 7DE	11:34 - 12:10 PM	Lunch 3 7E	11:40 - 12:10 PM	Period 7DE	11:34 - 12:10 PM	Period 7DE	11:34 - 12:10 PM	Lunch 3 7E	11:40 - 12:10 PM
		Period 8	1:10 - 1:37 PM					Period 8	12:13 - 12:49 PM					Period 8	12:13 - 12:49 PM		
		Period 9	1:40 - 2:07 PM					Period 9	12:52 - 1:28 PM					Period 9	12:52 - 1:28 PM		
								Activity	1:31 - 2:07 PM								

## Announcements

All notices of athletics, guidance visitations and announcements, club meetings, social events, and general information for the day are televised “live” each morning during the homeroom period. All announcements must be approved by the faculty advisor or coach and turned in to the principal’s office for approval before 7:20 A.M. Daily announcements will also be available in the main office.

## Assemblies

Classes will be assigned specific sections in the auditorium at the beginning of the school year. Students are to give their complete attention as soon as any speaker appears on the stage. A quiet study hall will be assigned to students whose behavior results in their exclusion from assemblies. The Activity Bell schedule may be followed on days when the assembly is scheduled.

## Building Visitors

Visitors to the Junior-Senior High School will enter the building through the main entrance. All visitors will be required to check in with the Attendance Secretary.

Visitors will need a driver’s license on their person in order to register as a school visitor. Visitors will remain in the vestibule area until the security check in process has been completed.

Students from other schools, younger family members, and friends may not be brought to Carlynton as visitors. Parents are always welcome to visit the school. Cooperation between the home and school develops a closer and better relationship. Parent visitations are welcomed, but it is recommended that parents make advanced arrangements for visits involving school personnel. All visitors must register at the High School Office.

Parents bringing forgotten items for students such as lunches, books or sports equipment should check in with the attendance secretary and leave the items on the book shelf in the vestibule.

## **SAFETY DRILLS**

Each year we dedicate a week in September to practice safety drills. We strive to have our students, staff and faculty prepared in case of an emergency. Throughout the year, we will also periodically perform drills in addition to the drills that are emphasized during the Safety Week in September.

The safety drills include the following:

1. Fire Drills
2. Bus Evacuation Drills
3. Reverse Evacuation Drills
4. Severe Weather Drill
5. Reunification Practice
6. Active Intruder Training

Some drills will be orchestrated with the entire school. Other drills and information will be communicated to students in smaller settings. Again, it is our intention to teach students, staff and faculty with information that will enable them to be informed to make a safe choice when faced with an emergency situation.

## **SAFE2SAY**

Educators, parents, students, and community members are now able to submit anonymous tips through Safe2Say Something, a new statewide youth violence prevention program and reporting system. We want parents and guardians to know that the Carlynton School District utilizes the Safe2Say program. The program, which is mandated under PA state law, teaches students, educators, and administrators how to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others. Most importantly, the Safe2Say program provides a venue for students to say something to a trusted adult or use its anonymous reporting system. The system reports safety concerns to help prevent violence and tragedies.

The Junior -Senior High School has a plan to inform our students about the program through age-appropriate presentations. As always, the safety and security of our students and staff remain our top priority, and we constantly strive to implement the latest technology to keep our building safe.

## **CHANGES TO THE SCHOOL DAY**

The district uses an alert phone and email system to notify parents of school delays and cancellations. Please be sure to provide the most up-to-date phone numbers and other contact information in order to receive these calls and email blasts.

If the occasion arises that requires Carlynton School District to close or delay the opening of schools during emergency conditions, announcements will be made on the following stations: WPXI, KDKA, and WTAE. The District also places the information on the website, FaceBook, Twitter and sends out blasts.

In addition, please consult the school district's website or the website of these stations for information.

We anticipate infrequent closings; however, we want to prepare all individuals for this possibility. When school authorities believe the health, welfare, or safety of the children of the District or the general welfare or safety of the professional staff will be in jeopardy, public schools will dismiss early. This is intended to alert you of this possibility so that you may discuss your family's plan with your children.

We request that parents refrain from calling the school for closing or delay information, because it ties up

the phone lines needed for emergency communication.

Unanticipated emergencies sometimes occur during the school year, which require school authorities to dismiss pupils earlier than their regular dismissal time. Examples: extreme weather, dangerous road conditions, or any unsafe situation.

### **Student Responsibilities Relating to Attendance**

Student responsibilities include regular attendance to school, a conscientious effort in the classroom, completing outside assignments, and making positive contributions to the school community. All students should familiarize themselves with the information in this handbook. Students along with administration, staff and faculty have the responsibility to develop a positive school culture.

### **Early Dismissals**

No student of the Carlynton School District, regardless of their age, will be excused prior to the regular dismissal time without a written request from a parent or guardian. All written requests for early dismissal must be taken to the Attendance Office during the homeroom period. Appointments with doctors, dentists, etc. should be made after school hours when possible. Under no circumstances should students leave the building during school hours without the parent or guardian first signing them out in the Attendance Office. At the secondary level, students signing out before or during Period IV will be marked absent for the P.M. session (1/2 day).

## **STUDENT RESPONSIBILITIES**

### **Textbooks**

Each student is furnished with a textbook as needed for class. Students are issued numbered textbooks and will be held responsible for the condition and return of the textbook at the end of the course. Students with damaged books or who cannot return books, whether lost or stolen, must pay the full cost of the book.

### **Chromebooks**

Each student in the Junior - Senior High School is issued a chromebook. The chromebooks are the property of the District. Students are responsible for using the devices in accordance with District Policy. Students who violate Carlynton District Policy while using the school issued chromebook will be subject to disciplinary action from the Carlynton School District and/or the local police. Students and their parents/guardians will be asked to read the Carlynton School District Chromebook Handbook. The Carlynton Chromebook Handbook is published on the Carlynton School District website.

### **Lockers and Personal Belongings**

Each student is assigned a locker for storing books, coats, and other school-related materials. Students may go to their lockers before school begins, before and after each lunch period, and at the end of the school day. It is the student's responsibility to keep the locker clean, orderly, and secure at all times. The school is not responsible for any items stolen from a student's locker. Lockers are a permanent part of the building and are the property of the Carlynton School District. Lockers are provided to students as a convenience and for use in school-related matters. Assignment of a locker to a student does not mean that the student can use the locker for any reason with absolute privacy. School officials may inspect lockers when there is reasonable suspicion of unauthorized use.

Student supplied locks should be used at all times in the gym and pool locker rooms.

## **Planners**

Every seventh and eighth grade student is provided with a planner. Students in grades seven and eight should use the planners to develop their executive function and organizational skills.

## **GENERAL INFORMATION**

### **Lost and Found**

A lost or found article should be taken to the office immediately. Students should check with the office periodically for any articles they may have lost. Articles of clothing not claimed after one month will be donated to an agency for distribution to a needy family.

### **Physical Education Lockers**

There are lockers available for students to use to store items while they participate in Physical Education. However, there are **no locks** on these lockers. **It is strongly recommended that students purchase a lock and use it on the locker while they participate in Physical Education.**

### **Parking**

Parking privileges are extended to seniors and underclassmen receiving approval by the building principals. Only students who have been issued a parking permit through the Principal's office are permitted to use school district parking facilities. The issuance of a parking permit does not authorize the student to transport additional persons in his/her vehicle. The parking permit is applicable to a single student and a single vehicle only. Students may apply for a parking permit consideration by acquiring an application in the main office.

Due to the difficulties of traffic control, the possibility of vandalism, and the opportunity for other disciplinary infractions, it is of the utmost importance that the Rules & Regulations listed below be followed by those requesting a Carlynton High School Parking Permit.

A student parking permit may be revoked by the principal or his designee, for any offense of the following rules and regulations. This revocation may occur with the first offense.

### **Parking Rules & Regulations**

1. Students must have a valid driver's license.
2. Students must have a parking permit in order to bring a car on campus.
3. Students are required to complete the Application Process for parking permit consideration.
4. The permit must be placed on the vehicle as directed.
5. After parking their vehicle, students are to immediately proceed into the building. Students are not permitted to be in their cars at any time during the school day.
6. Students are to park in their assigned space as identified by their parking permit.
7. Motorcycles/bicycles are to be parked in an area identified by the building principal.
8. A ten-mile per hour speed limit must be observed on campus. *Under the newly adopted parking policy.*
9. A student's parking permit may be revoked at any time at the discretion of the building principal.
10. Student vehicles issued parking permits are liable to the school search policy:

“The school retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on school property without prior notice or consent.” **Policy 226**

\* School officials may conduct a reasonable search of the interior of a particular student's vehicle when

there is a reasonable suspicion that the vehicle contains contraband.” **Policy 226**

## **STUDENT ACTIVITIES**

We want our students to be involved in student activities. Our school has a number of activities where students can perform and compete in academics, the arts and athletics. The school district holds all students involved in extracurricular activities to a high standard. Students participating in these activities represent the school, their families and themselves. The expectation is that students will abide by school rules and represent the Carlynton school community in a positive manner.

### **Athletics**

The facilities for athletic programs in the Carlynton Jr. /Sr. High School are excellent. A range of opportunities is available for both boys and girls to participate in interscholastic athletics. Students interested in participating in interscholastic athletics must meet the following requirements:

1. All participants must have a physical exam.
2. All participants must have the written consent of their parents or guardians.
3. During the sport season, grades will be checked weekly. Students must be passing 4 full credit subjects. The Athletic Department will inform students of their weekly eligibility.
4. All participants must have student insurance or private coverage.
5. A student is not eligible to continue participation in a school sport after exceeding twenty (20) days of absence during a semester, or exceeding twenty (20) days during the preceding semester.
6. A student may not participate in a sport after having been in school for eight semesters beyond the eighth grade.
7. A student cannot compete upon reaching age 19 before July 1st for all sports.

All questions surrounding our athletic programs should be directed to:

Mr. Nate Milsom

Athletic Director

[nathan.milsom@Carlynton.k12.pa.us](mailto:nathan.milsom@Carlynton.k12.pa.us)

(412) 429 - 2500 ext. 1123

Ms. Annemarie Bunch

Assistant Athletic Director

[Annemarie.bunch@carlynton.k12.pa.us](mailto:Annemarie.bunch@carlynton.k12.pa.us)

(412) 429 - 2500 ext. 2110

### **Student Clubs**

The following list of activities is offered to students at Carlynton Jr.-Sr. High School:

Best Buddies

Special Olympics

Unified Sports

Senior Class Officers

Culture Club

Student Government

Honor Guard

Class Officer

Junior High Student Council

Cougar Mascot

Musical

Cougarettes

Stage Crew  
Fall Play  
Forensics  
High School Student Government  
Junior High Student Council  
Yearbook  
GSA  
Marching Band  
Chorus  
Strength Training  
Theater  
Ski Club  
National Honor Society  
National Junior Honor Society  
Newspaper  
Robotics  
Announcements  
Black Student Union (BSU)

### **Junior High Student Council**

The Junior High Student Council operates under a Constitution that was approved by the members of the Student Council. Student Council officers and homeroom representatives are elected annually.

Mr. Istik and Mrs. Garland serve as the sponsors for Junior High Student Council.

### **Senior High Student Government**

The Senior High Student Government operates under a Constitution that was approved by the members of Student Government. Student Government officers and homeroom representatives are elected annually.

Ms. Begg serves as the sponsor for student government.

### **National Honor Society and National Junior Honor Society**

The National Junior Honor Society and the National Honor Society of Carlynton is a prestigious honor for junior high and senior high school students. Those who are elected to membership are truly outstanding individuals. Members are involved with various service projects in the school. The qualities of scholarship, service, leadership, and character are the criteria required for membership as determined by the national organization. At Carlynton, a student must have a 92% average or 3.6 QPA during the freshman year for scholarship, must have two different activities or sports as service, must demonstrate leadership in the classroom or in a sport or activity, and must have no major character violation within the high school program. Students who meet the rigorous requirements are inducted in a traditional candlelight ceremony in the auditorium.

Once members have been selected on this criterion, they must maintain these criteria during their high school career in order to remain members. Failure to do so will result in membership suspension or dismissal. A suspended member will have one semester to remedy deficiencies. Failure to do so will result in a referral to the faculty council and possible dismissal from membership.

Mrs. Marisa Rusinko serves as the sponsor for our National Honor Society and Mr. Colonna serves as the sponsor for our National Junior Honor Society

### **Dances**

Students are expected to behave in a manner commensurate with the currently accepted more of the community. They are not permitted to leave a dance and return later in the evening. For all dances, whether on or off campus, students must follow the rules (e.g. attire, behavior) in place at Carlynton Junior-Senior High School.

Junior High dances will be restricted to Carlynton students in grades seven through nine. Student participation in dances or similar activities (i.e. teen night) are at the discretion of the building principals. This restriction shall also include the semi-formal Spring Queen dance.

High School dances are restricted to Carlynton students in grades ten through twelve. A valid student I.D. must be presented to gain admission to dance.

For the more formal Homecoming Dance and the Junior-Senior Prom, Carlynton students in grades 10-12 may attend. A Carlynton High School student may invite a student from outside the school provided that the guest is not below the tenth grade in school or beyond twenty years of age. On these very special occasions, with administrative approval, a student may be permitted to bring one (1) guest to a dance, providing the student registers the name of the guest in advance with the sponsor and assumes responsibility for the guest's behavior at the dance within the District Code of Student Discipline.

### **After School Activities**

Students remaining after school for extracurricular activities or to attend detention must take their books and coats with them. The doors to the main section of the school will be locked at 2:15 p.m. Students participating in sports that begin after 3:00 should report to the Cougar Corner. Students are not permitted to be in the building unattended.

Students who are assigned one hour detention will have to arrange for transportation home.

### **CODE OF CONDUCT**

The student's primary purpose for attending school is to learn. The essential goal of the Junior-Senior High School Code of Conduct is the promotion of self-discipline and personal responsibility among students. Consistent with this goal, the discipline of any student is designed to seek proper conduct through learning. Students are prohibited from engaging in any conduct or activity contrary to, or in violation of the Pennsylvania Crimes Code, ordinances of local municipalities or published regulations of the School District, or any other applicable statutes, regulations, ordinances, policies, or rules.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of students, district personnel, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

We all share in the responsibility of creating a welcoming and enjoyable school community. In order to achieve this, students are expected to:

- Attend school daily and be on time to all classes and other functions.

- Treat all members of the Carlynton community in a respectful manner through both words and actions.
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance to them at all times.
- Comply with requests posed by district personnel.
- Pursue the satisfactory completion of the course of study prescribed by the Commonwealth and local school authorities.
- Make up work when absent from school.
- Provide information to district personnel in matters relating to the health, safety, and welfare of the individual and school community as well as the protection of school property.
- Exercise proper care when using public facilities and equipment.

### **Behavior Guidelines**

According to the policy of the Carlynton School District Board of Directors, the following acts on school premises, or in relation to school premises or activities, are punishable by withdrawal of privileges and other disciplinary action such as detention, suspension and/or possible expulsion from school. The following is a list of prohibited behaviors and their definitions. Participation in any of the following behaviors will result in disciplinary action. Repeated violations of the code of conduct will result in progressive consequences.

The code of conduct is applicable on school grounds, in school buildings, on school buses, during school activities, field trips, and excursions, and from the time of departure for school until arrival at home.

### **Self-Reporting Safe Haven**

Students are expected to know and follow school regulations governing student behavior, including the list of prohibited items. As a responsible member of the school community, a student who has unintentionally brought to school, or while in school, has come into the possession of such items, should immediately bring the situation to the attention of a teacher or administrator. In so doing, the student would be demonstrating the principles of self-discipline and accountability that the student code of conduct promotes. In such circumstances, the student's self-reporting of the situation will be considered as a mitigating factor in determining what discipline, if any, should result.

### **Abuse/Harassment/Intimidation/Bullying/Dating Violence**

Abuse, harassment, intimidation, bullying, acts of cyber-bullying, or acts of dating violence by students, staff and third parties toward students are strictly prohibited. Students are prohibited from engaging in violent, aggressive or abusive behavior, physically abusing an individual, or harassing an individual, including sexual harassment, through conduct or communications. It is the responsibility of students and all district personnel to report incidents of abuse, harassment, intimidation, bullying, or dating violence to a school official or designee as outlined in the district bullying policy.

“Abuse, harassment, intimidation, bullying or cyber-bullying, or dating violence” means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may have the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

- Creating a hostile educational environment including interfering with the psychological well-being of the student.

***Refer to District Hazing (247), Unlawful Harassment (248), and Dating Violence (252) Policies on the district website. THE FULL BULLYING/CYBERBULLYING Policy (249) CAN BE FOUND AT THE END OF THIS HANDBOOK.***

### **Cyber Harassment**

Act 26 became effective on September 8, 2015. This act defines cyber harassment of a child as a crime when it involves emotional distress, repeated communication, and disparaging statements. This act mandates that schools report such crimes to the PA Department of Education and to local law enforcement.

### **Assault/Fighting**

Students are prohibited from engaging in violent or aggressive physical behaviors including, but not limited to, punching, hitting, kicking, biting, and shoving. Any student will be considered to be engaged in fighting while performing these actions, even when such actions are intended to be in self-defense.

Students engaged in a fight, assault, or other threatening disorderly behavior will be suspended from school for a minimum of three days. Repeated instances of fighting, assaults, or other threatening disorderly behavior will result in progressive discipline from the first instance of said behavior, leading to more days of suspension and citations. Students who aggressively and without remorse continue to engage and participate in multiple (more than two) fighting, assaults or threatening disorderly behavior will be referred for alternative education and/or expulsion proceedings for a period of time not less than one semester as they pose a persistent threat to the safety and security of students and staff.

Students returning from an out of school suspension resulting from a fight must meet with the principal and/or school counselor and participate in a post-vention behavior plan to prevent future fights and/or threatening behavior with the other student(s) engaged in the fight in order to prevent future fights/threatening behaviors from occurring.

### **Bomb Threat/Fire Alarm**

Students are prohibited from turning in a bomb claim, false fire alarm, any other false safety-related claim or report, or otherwise improperly causing or risking panic, injury, damage to property or disruption of school activities. In compliance with state and federal laws, any person found responsible for issuing such a threat/alarm will be turned over to the proper authorities for prosecution in addition to any actions taken by the district.

***Refer to District Terroristic Threats/Acts Policy 218.2 on district website***

### **Buses**

Students riding school buses, including activity buses, are under the direct supervision of the bus driver. Students are subject to all school rules while on a district bus and should remain seated at all times. Riding District buses is a privilege. Students can be temporarily or permanently suspended from the bus.

*Note: School Buses are equipped with surveillance cameras for recording bus behavior. Recorded evidence will be used to discipline or prosecute students for unacceptable or unlawful behavior.*

**Cafeteria Disturbance**

Students are required to follow the lunch period guidelines and directions of all teachers/adults supervising the cafeteria. Students are prohibited from any action that results in a disruption to, or the creation of an unsafe, cafeteria environment.

**Class Cut**

All students are expected to report to their assigned classes on time. Students who report to another area in the building without the written permission of the scheduled teacher or an administrator will be subject to disciplinary action. Students will not be permitted to make up work missed due to a class cut.

**Classroom Disturbances**

Students are prohibited from engaging in any behavior that disrupts class instruction, distracts students, and/or teachers, interferes with the teacher's authority over the classroom, or creates a dangerous/ fearful situation for students and/or staff.

**Disorderly Conduct**

A student is considered disorderly if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he:

- (1) engages in fighting or threatening, or in violent or tumultuous behavior;
- (2) makes unreasonable noise;
- (3) uses obscene language, or makes an obscene gesture;
- (4) creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor. (PA Code, Chapter 55, Title 18, Crimes and Offenses)

**Dress and Grooming**

It is the opinion of the Board, student body, administration, and parents that Carlynton School District students wish to present an appearance and mode of behavior which can be pointed to with pride by anyone within the school community. While changes in fashion and certain situations require appropriate modes of dress, moderation is expected. Please use good judgment when choosing clothes to be worn at school. So as to prevent the loss of valuable class time, students should avoid clothing considered distracting to the orderly process of education. By following these guidelines, students will help promote pride in themselves and in their school.

 <p>Hoods from hoodies must be kept down while in school.</p>	 <p>Hoods from hoodies should not be worn on the head while in school.</p>
  <p>Head coverings worn for religious, medical, cultural or ethnic reasons are permitted to be worn in school (examples include do-rags and burkas). Parents may be contacted by school staff to verify medical/religious reasons.</p>	  <p>Hats, including beanies, knit caps, and baseball hats, are not permitted to be worn inside the school building.</p>
  <p>Jeans with holes are permitted – but the holes should be of reasonable size and location. Shorts can be shorter than a fingertip length, but should not expose a students' buttocks or ride low as to create a bare mid riff.</p>	    <p>Clothing should be worn to fully cover mid riff (stomach and back). No undergarments should be visible (examples include bra straps and underwear). Spaghetti straps do not have to be a certain number of fingers wide – however, they must be wide enough to cover all undergarments.</p>

**Guidelines are as follows:**

1. Students may not wear clothing which reveals a significant amount of skin, including but not limited to: backless tops, tops which do not significantly cover midriffs and/or both shoulders, short-shorts, short skirts, skirts with high slits, low cut shirts that reveal cleavage or a significant portion of the upper chest. As a guide for determining an allowable length for a shirt or shorts, the garment should be no shorter than halfway between the top of the thigh and bottom of the knee.
2. Students may not wear clothing that reveals undergarments (or a lack thereof), including boxer shorts or thong underwear. This also includes excessively sagging pants which reveal undergarments. Pants will be worn so that they are secured on the waist or upper hips.
3. Students may not wear sheer clothing that reveal undergarments (or the lack thereof).
4. Students may not wear clothing that advocates or conveys alcohol or drug advertisement or usage, anything of a derogatory nature about any group of people, clothing with sexual innuendos or blatant sexual messages, and clothing with inappropriate language or perceived as threatening.
5. Students may not wear any article of clothing that is deemed by the administration to be gang related.
6. Articles that could cause harm to another or damage to property may not be worn in school. Examples of such articles include but are not limited to: chains, locks, items with metal spikes, and safety pins. These items could be construed as weapons.
7. Students must wear footwear in school per the Western Pennsylvania Safety Council.
8. Students are required to remove all head wear, including but not limited to: hats, bandanas, hoods on hoodies, any head covering used for fashion, and sunglasses upon entering the building. Exceptions will be made for religious head covering upon approval of the administration.
9. Students who wear inappropriate clothing to school will be dealt with on an individual basis. Often, students with dress code infractions will be required to change into clothes provided by the school or

required to go home to change clothes, via parent provided transportation.

The building principal, whose decision will be final, will determine whether attire is or is not within these guidelines. Parents are an important part of a child's education and thus parents should ensure that their child is dressed appropriately. Reasonable accommodations may be made for religious or medical reasons, physical education classes or special days such as spirit or field days, with administrative approval. Students not abiding by the dress code will be asked to change clothing. If this is not possible in school, parents will be notified and students will be sent home to change.

*Refer to Student Dress and Grooming Policy 221 on the district website.*

### **Drug & Alcohol Use**

Students are prohibited from distributing, dispensing, possessing, using or being under the influence of any substance outlined in the Carlynton School District Drug and Alcohol Policy 227. Any student found to be under the influence either before, during or after school hours, at any school sponsored event, in any school building or on any school premises, or in any district operated vehicle used to transport district students at any time, will be subject to disciplinary action as outlined in the above mentioned policy. *Note: All prescription or over-the-counter medicines must be submitted to the nurse's office, logged with the nurse and distributed by the nurse. Refer to District Drug and Alcohol Policy 227 on district website*

### **CELL PHONES/SMART PHONES - "AWAY THEY STAY"**

Unauthorized personal use of cell phones/smartphones disrupts the instructional/educational process. The District shall enforce the provisions regarding electronic devices on school grounds, district-operated school buses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds.

Cell phones are to stay away during the school day. The use of cell phones are permitted during the following times:

Permissible Times For Cell Phone Use:

**Prior to the 7:30 Bell**

**At Lunch**

**After the 2:07 Bell Dismissal.**

### **Expectations:**

If a student sneaks use of their phone during class, then the teacher will ask the student to place their phone in "The Box". Each classroom has been provided a box for cell phones/smartphones. The phone will remain in "The Box" for the remainder of the period. The student who willingly puts their phone in "The Box" can retrieve it at the end of the class period. The student who refuses to place their phone in "The Box" will be issued Saturday detention. There will be no discussion surrounding the infraction. There will be a Saturday detention. Parents will be informed of the Saturday detention at the end of each school day. Multiple infractions of Policy 237 will result in progressive disciplinary action. Further, the student's electronic device may be subject to confiscation. The district reserves the right to hold a confiscated item until a conference has been held with the parent or guardian. Finally, if such violations constitute a crime under local, state, and/or federal law, the district will report such conduct to the appropriate law enforcement agencies.

*Refer to District Electronics Policy 237 on district website*

**Cheating/Plagiarism**

Students who cheat or plagiarize will receive a zero for the assessment on which they were dishonest. Students with multiple infractions of cheating in the same class will be subject to receiving a zero for the course. Students who cheat or plagiarize on the midterm or final will receive a zero for the midterm or final exam. Students who cut and paste from the internet or other sources without citing the source will be subject to receiving zero credit for the assessment.

**Film/Photograph/Record**

Students are prohibited from using electronic devices to film daily events in school. This includes class lessons without the permission of the teacher and events in the hallways.

*Refer to District Electronics Policy 237 on the district website.*

**Fire/Explosion**

Students are prohibited from carrying or possessing explosives, from intentionally starting a fire or causing an explosion, and thereby recklessly placing a person in danger of death or bodily harm, or intentionally frightening persons, or with the intention to destroy or damage property.

**Food/Beverages**

Students are prohibited from consuming food or beverages, from the cafeteria, other than water in a clear and spill proof container, outside of the cafeteria, or from taking food or beverages, other than water.

**Food Fight/Senior Pranks**

Students are prohibited from participating in a food fight or a senior prank, or bringing in prank items to be part of a senior prank, such as silly string, beach balls, air horns, balloons, etc. If the food fight/senior prank occurs on the last day of a senior's enrollment, the senior will not be permitted to participate in graduation ceremonies or other year-end activities.

**Hall Passes**

No student shall be in the hall during regular class time without a hall pass issued by a teacher, main office personnel, or administrator. Students are prohibited from proceeding slowly or making many stops to and from their destination. Students may have hall pass privileges revoked or restricted by an individual teacher or administrator at any time.

Students who choose to abuse their hall pass privileges will be placed on hall pass restriction.

**Hazing**

Students are prohibited from organizing, soliciting, aiding, or participating in any type of hazing for any class, school-sponsored club, activity, or athletic team. Hazing is any intentional knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in or maintaining membership in any class, school-sponsored club, activity, or athletic team. Hazing is any activity expected of someone joining or belonging to a group that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate.

Students are required to report any known or suspected form of hazing to district personnel immediately.

*Refer to District Bullying & Hazing Policy 247 on district website*

**Insolence/Disrespect**

Students are prohibited from showing insolence or callous disrespect, including indecent or obscene

language or gestures toward any district personnel, guests of the school district, or other persons designated to be in a position of authority for school-related events.

### **Insubordination**

Students refusing to follow a directive given by any district personnel will be considered insubordinate.

### **Leaving School Grounds**

Students are prohibited from leaving the school building or grounds during the school day without approval from administration and will be subject to disciplinary action. Students who leave the school campus without permission will be issued three days of In-School Suspension.

### **Loitering**

Students are prohibited from spending excessive periods of time in the restrooms, halls, or stairwells at any time during the school day, including lunch periods.

### **Misuse of Technology**

Students are expected to comply with the Carlynton School District Acceptable use policy when utilizing district computers and equipment.

*Refer to Acceptable Use Policy 815 on district website*

### **Stalking**

Students are prohibited from persistently following, contacting, watching or any other such threatening actions that compromise peace of mind or personal safety of any student or district personnel.

### **Tardy to Class**

Students are expected to report to their assigned classes on time. Tardies to class will follow the same disciplinary actions as tardy to school.

### **Theft**

Students are prohibited from taking into their possession any item that does not belong to them. This includes, but is not limited to, items belonging to the Carlynton School District, district personnel, other students, or items from the cafeteria. Consequences will vary in accordance with PA Code, Chapter 39, Section 3903, Grading Offenses.

*Note: Property valued at less than \$2,000 is considered a misdemeanor. Property valued in excess of \$2,000 is considered a felony offense.*

### **Tobacco Use and Possession/Vaping**

In accordance with state law, students are prohibited from possessing or smoking, using tobacco, or vaping in any form before, during or after school hours, while at school, or during activities under the direct supervision of the school district, or at any other school district location.

*Refer to District Tobacco Use and Possession Policy 222 on district website*

### **Vandalism**

Students are prohibited from littering, defacing school property, causing or attempting to cause destruction of school or private property on school grounds. Students will be responsible for restitution. Consequences will vary in accordance with PA Code, Chapter 55, Title 18, Crimes and Offenses.

*Note: Damages totaling less than \$5,000 are considered a misdemeanor. Damages in excess of \$5,000 are considered a felony.*

## **Weapons**

In accordance with Carlynton School District policy, possession of a weapon by students is prohibited in any Carlynton School District building, on any grounds of the district, by a student on his or her way to or from school, in any vehicle providing authorized transportation to or from any Carlynton School District building or district sponsored function, activity, or event, or at any school function, activity or event, whether or not, held on Carlynton School District grounds.

*Refer to the District Weapons Policy 218.1 on the school district website.*

## **PURPOSE OF DISCIPLINE**

Discipline is a teaching tool. The goal of the discipline process is for students to learn. In an effort to teach students, the school will offer a number of interventions such as behavior management plans, contracts for student conduct, or other appropriate interventions may result from such conferences. The goal of administration intervention is to help students develop self-discipline and appropriate behavior. Interventions that may be used include: conferences with students and teachers, parent conferences, behavior contracts, referral to Student Assistance Program (SAP), restriction from activity (RSA). Suspension is used for serious violations of disciplinary code.

## **Disciplinary Interventions**

One or more of the following consequences may be issued to students for violation of school board policy, administrative guidelines or code of conduct. Although some consequences are prescribed for specific actions, disciplinary consequences are determined on an individual basis consistent with the student's past behavior, special needs, etc.

## **RANGE OF DISCIPLINARY ACTION:**

- Verbal Warning
- Conference with Student
- Parental Contact
- Lunch Detention
- After School Detention
- Saturday Detention
- In-School Suspension
- Out of School Suspension
- Referral to Alternative Education School
- Expulsion

## **Notification to Parent**

The teacher, counselor, principal or other school official may contact the parent to report inappropriate student conduct. A meeting with the parent may be requested.

## **Detention Expectations**

Detention is time a student is required to spend in school, beyond the regular school day, for disciplinary reasons. The detention program is the assignment of a student to a quiet, supervised area in the school for a specific amount of time beyond the regular school day. When assigned to detention, students are expected to report on time, bring materials, sit in the seat assigned by the supervisor, refrain from eating, drinking, sleeping and talking with others, and remain in the detention room for the duration of the assigned detention.

Failure to serve detention as assigned will result in further disciplinary action.

After school detention for grades 7-9 will be on Monday and Wednesday. Grades 10-12 detention will be on Tuesday and Thursday.

**Repeated disciplinary infractions in the same behavior category will result in progressive disciplinary measures, with each instance resulting in additional punishment.**

Behavior	Consequences for Violation of Code of Conduct				
	1-Hour Detention	Saturday Detention	In-School Suspension	Out-of-School Suspension	Police Citation
Abuse/Harassment/Intimidation/Bullying		•	•	•	•
Assault/Fighting				3-5 Days	•
Buses	•	•	•	•	
Bomb Threat/Fire Alarm				10 Days	•
Cafeteria Disturbance	•				
Cell phone/Smartphone Refusal to Put in the Box		•			
Cheating/Plagiarism	•	•			
Classroom Disturbance	•	•	•		
Class Cut	•	•	•		
Disorderly Conduct		•	•	•	•
Dress Code Violation	•	•	•		
Drug & Alcohol Use				10 Days	•
Electronic Devices	•	•	•	•	
Film/Photograph/Record			•	•	•
Fire/Explosion				•	•
Food/Beverages	•	•	•		
Food Fights/Senior Pranks				10 Days	
Hall Passes	•	•	•		
Hazing			•	•	•
Insolence/Disrespect	•	•	•	•	
Insubordination/failure to follow directive	•	•	•	•	•
Leaving School Grounds			•	•	
Loitering	•	•	•		
Misuse of Technology	•	•	•		

Stalking			•	•	•
Tardy to Class	•	•	•		
Theft			•	•	•
Threats				10 Days	•
Tobacco Use and Possession		•	•	•	•
Vandalism			•	•	•
Weapons				10 Days	•

\* *Repeat disciplinary offenders, or any offense that results in suspension (in-school or out of school) will result in the restriction from school activities for a minimum of 45 days.*

### **In-School Suspension**

In-school suspension is the exclusion of a student from their regular class schedule and all school-related activities and functions for a period of one (1) to 3 days. The parent is informed of the suspension. It is a setting in which the in-school suspension supervisor engages in restorative practices with the student.

Students who are assigned in-school suspension will turn their phone over to the in-school supervisor. Next the student will be given the opportunity to reflect on their behavior that led them to in-school suspension. The student will be required to write an analysis of their actions, identify alternative choices and develop a plan to move forward in a healthy manner for the remainder of the school year.

Students will not be dismissed from in-school suspension until their writing exercise is complete. The in-school supervisor will review the plan with the student.

### **Out-of-School Suspension**

Suspension is the exclusion of a student from school and all school-related activities and functions for a period of one (1) to 10 days. The parent is informed of the suspension in writing. When the suspension exceeds three (3) days, the student and parent are given an opportunity to attend an informal hearing with the principal. At

this hearing, school personnel explain the reason for the suspension, and the student is given an opportunity to respond to the accusation of misconduct.

### **Expulsion Proceedings**

Expulsion is exclusion from school for a serious offense or a series of offenses for a period exceeding 10 school days. Expulsion may be permanent.

All referrals for expulsion will be moved to the Superintendent's office. Expulsions are processed at the level of the Superintendent.

### **Restriction from School Activities (RSA)**

Participation in co-curricular activities, extracurricular activities, sports and ceremonial events is a privilege and not a right. Activities include, but are not limited to, athletic contests, musical and dramatic performances, school clubs and ceremonial events such as dances, the prom and commencement exercises.

These activities may be restricted when a student violates the Carlynton School District Code of Conduct. Students who receive in-school suspension, out-of-school suspension or have received five (5) discipline referrals are subject to being restricted from school activities for up to 45 school days.

The restriction from school activities will be a decision made by the building principal. A student and his/her parent(s) or guardian(s) shall be notified in writing by the administration that restriction(s) will be applied. Upon request by the parent, the assigning principal will meet informally to review the issue and afford appropriate due process.

Although the restriction time is based on 45 school days, this time period will also include any events occurring on weekends or over holiday breaks. Subsequent referrals will result in an additional 45 days of RSA. The building principal also has the latitude to impose a restriction from school activities which is less than 45 days.

### **Restitution**

Students who deface, willfully destroy, vandalize or steal school property shall be required to provide restitution for damages and/or non-recovered stolen property including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property. The parent/guardian may be held liable for any and all damages to school property and/or any and all non-recovered stolen property for which the student does not provide restitution.

### **Referral to Local Law Enforcement**

Under the Crimes Code, school officials are required to report violations of law and certain other serious offenses to the Robinson Police Department. When it is necessary for police officers to interview a student or to take a student into custody during school hours, school officials follow established procedures to protect the rights and interests of students and to assist police in the performance of their duties. School officials make every attempt to notify the parent or legal guardian of the situation, except in matters involving allegations of child abuse when the parent is the alleged offender.

### **SEARCHES**

School authorities, having reasonable suspicion, may search a student's person, property or locker and seize any illegal material. School lockers and other storage spaces are school property. Students

shall not expect privacy regarding items placed in school lockers or storage spaces. School officials may conduct random, periodic or sweeping searches of all lockers, at any time for any reason, with or without notice. Seized materials may be used as evidence against the student in disciplinary proceedings.

**Students are responsible for the contents of the locker assigned to them. It is essential that students keep their lockers locked and not give other students access to their locker. The school does not assume responsibility for the loss or theft of personal items stored in lockers.**

Student vehicles parked on District property, or any other lot the District may provide for student parking, shall be subject to search by the District and/or law enforcement authorities at any time for any reason, with or without notice. General and random searches (including canine sniff searches) are authorized. Students should have no expectation of privacy as to vehicles on District property or in lots provided by the district as stated above. Driving to school is a privilege, and parking permits will be issued only where students and/or parents' consent to such searches. Refusal to cooperate in such searches may result in loss of parking privileges as well as disciplinary action.

## **STUDENT SERVICES**

### **The Chill Room Project**

The Junior-Senior High School has partnered with Allegheny Health Network. This partnership has created the availability of extensive mental health services. The Junior-Senior High School has a Chill Room where students can de-escalate and learn mindfulness strategies to empower themselves to lead a healthy life. The Chill Room is staffed by an Allegheny Health Network Professional that serves as an educator and resource for the entire school community.

In addition, the Junior-Senior High School provides space, time, and accessibility to school based therapy for students who are in need of additional support.

### **Safe2Say SOMETHING**

Safe2Say Something is a youth violence prevention program run by the PA Office of Attorney General. It teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others.

The Safe2Say Something program is confidential. Tips are processed in the following way:

- Crisis center receives, reviews, assesses, and processes all submissions
- Crisis center sends all submissions to school and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app for additional information

Tips can be submitted three ways:

- Mobile App
- 1-844-SAF2SAY
- SAFE2SAYPA.ORG

For more information, please visit the Safe2Say Something link on the Carlynton School District website.

### **STUDENT ASSISTANCE PROGRAM**

“The mission of the Student Assistance Program, supported by a commitment to face each day with new knowledge, sensitivity, a sense of humor and excellence is to take a proactive, preventative, developmentally appropriate approach to help remove barriers to learning for the students; to refer students to support services within the school and in the community when necessary; and to educate individuals who can serve and respect each other and to encourage the beauty of lifelong learning.”

The Student Assistance Program is:

- An intervention and prevention program designed to help students who are not reaching

their goals – whether these goals are social, emotional, or academic

- One component in a continuum of services offered in a Safe and Drug Free School
- Recognizing and referring behaviors that pose a barrier to learning to the core team
- Interventions to maximize school success
- A close partnership with parents
- Collaboration with all available resources to promote student achievement.

### **The Student Assistance Program Team**

The Student Assistance Program Team at Carlynton Junior-Senior High School includes teachers, counselors, administrative staff, and community liaisons. These individuals are trained by a Commonwealth-approved SAP training provider. They are prepared to assist students in a positive manner. The team processes issues based upon state guidelines, professional standards and policies, and procedures adopted by the School Board. The goal of the team is to identify students who are experiencing barriers to learning and in need of support services.

**Referrals** – Any staff member, parent, or student may refer to a student whose behavior indicates possible barriers to learning. All referrals are confidential but must be signed. Students and their parents may also seek help voluntarily.

**Identification of Problem** – The Student Assistance Team will gather information about the student and identify barriers to learning.

**Recommendations** – Based upon meetings with students and their parents, the Team will make recommendations to the student, parents, and staff regarding ways to improve the student’s success. The Team will share information on existing school programs and community resources.

**Follow-up** – The Team will monitor a student’s

progress in the referred program.

**Confidentiality** – Staff referrals are confidential unless the specific member informs the student of the referral. Recommendations for the student are also confidential except to the Student Assistance Team.

**Health Services**

Students who become ill in school should request permission to report to the Nurse’s office. If the Nurse is not in, students are to report to the Main Office. Students are screened each year for hearing and vision impairments. Seventh grade students are screened for scoliosis. The school doctor in the Nurse’s office schedules juniors for a medical examination.

**Work Permits**

Work permits are available in the guidance office. Students must meet the following qualifications to obtain a work permit:

- \*The student must be 14 years of age or older.
- \*The student must submit an application signed by the parent/guardian.
- \*The student must sign the application in the presence of the issuing school officer.
- \*The student must present valid proof of age (birth certificate, passport, baptism certificate)

**STUDENT ACCIDENT INSURANCE**

The Carlynton School District does not provide accident/hospitalization insurance for students injured at school. However, an accident insurance policy is available for all students to purchase. Students who participate in athletic programs and other activities at Carlynton Jr.-Sr. High School are strongly urged to purchase the individual student accident insurance. All students **MUST** have some type of coverage to participate in sports.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996**

**NOTICE OF PRIVACY PRACTICES**  
**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS**

**INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**1. Purpose of this Notice:**

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

**2. Definitions:**

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

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

“NOTICE” means this Notice of Privacy Practices.

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

“PROVIDER” refers to all employees, agents and subcontractors of the Carlynton School District who provide medical care or health services for which the Carlynton School District seeks reimbursement through electronic means. For the

purposes of this Notice and YOUR rights under the Health Insurance Portability and Accountability Act of 1996, PROVIDER refers to the health care component designated as the PROVIDER by Carlynton School District.

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

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

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

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

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

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

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

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

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

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

- When requested by a public health authority for the purpose of preventing or controlling disease, injury, or disability;
- When requested by a public health authority in connection with reporting of child abuse or neglect;
- To a government authority of the PROVIDER: (1) reasonably believes that YOU may be a victim of abuse, neglect, or domestic violence; (2) is required by law to make the disclosure; (3) YOU are unable to consent to the disclosure; and, (4) the PROVIDER reasonably believes, in the exercise of professional judgment, that informing YOU of the disclosure would place YOU at risk of serious harm;
- To a health oversight agency for oversight activities authorized by law, including; audits; civil, administrative, or criminal investigations; inspections; licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions; or other activities necessary for appropriate oversight of the health care system;
- In response to an order of court or administrative tribunal, but only to the extent required by the order;
- In response to a subpoena, discovery request, or other lawful process, if the requesting party demonstrates that it made a good faith attempt to notify you of the request;
- To a law enforcement official, as required by law, pursuant to a warrant, subpoena, or other administrative summons;
- To a law enforcement official, upon request for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person;
- To a law enforcement official, upon

request, for identification of a victim of a crime, where you are unable to consent, where such information is not intended to be used against you, where immediate law enforcement activity depends upon the disclosure, and where the PROVIDER determines that it is in YOUR best interest to make the disclosure;

- To a law enforcement official, for the purpose of alerting law enforcement of the death of the individual if the PROVIDER has a suspicion that such death may have resulted from criminal conduct;
- To a law enforcement official, where the PROVIDER believes in good faith that the protected health information constitutes evidence of criminal conduct that occurred on the premises of the Carlynton School District.
- To a law enforcement official to avert a serious threat to health and safety;
- To a coroner, medical examiner or funeral director as required by, or consistent with, applicable law;
- To organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaver organs, eyes, or tissue for the purpose of facilitating organ, eye, or tissue donation and transplantation;
- To military, national security, and intelligence officials, as required by law.

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

It is the policy and practice of the Carlynton School District to maintain YOUR PROTECTED HEALTH INFORMATION confidential and to not use or disclose YOUR PROTECTED HEALTH INFORMATION unless YOU authorize such use or disclosure, or such use or disclosure is permitted or required by law as described in the “Permitted Uses and Disclosures of Protected Health Information.” Any use or disclosure of YOUR PROTECTED HEALTH INFORMATION by the Carlynton School District other than as listed in the “Permitted Uses and Disclosures of Protected Health Information”

or “Other Uses and Disclosures for Which Your Authorization is Not Required” sections of this NOTICE will only be made with YOUR prior written authorization. In situations where YOU authorize the Carlynton School District to disclose YOUR PROTECTED HEALTH INFORMATION, YOU may revoke that authorization. Such revocation must be in writing to the Contact Person designated in this NOTICE. If YOU provide proper written notice of revocation of authorization, the Carlynton School District is bound by that revocation except to the extent that it has acted in reliance on the authorization.

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

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

### **A. Restrictions**

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

### **B. Communication**

YOU may request to receive communications of YOUR PROTECTED HEALTH INFORMATION by reasonable alternative means or at reasonable alternative locations, if disclosure of all or part of that information could endanger YOU. Such a request must be made in writing to the Complaint Officer/Contact Person designated in this NOTICE, must specify how the

alternative communication is to be made, and must explain that the reasonable alternative means or reasonable alternative locations are requested because disclosure of all or part of the information could endanger YOU.

#### **C. Right to Inspect**

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

#### **D. Right to Amend**

YOU have the right to request an amendment of YOUR PROTECTED HEALTH INFORMATION maintained by the Carlynton School District. A request for an amendment of YOUR PROTECTED HEALTH INFORMATION must be made in writing to the Complaint Officer/Contact Person designated in this NOTICE and must explain in sufficient detail the reason for the amendment. The Carlynton School District will act on the request for amendment within 60 days of receipt. If the Carlynton School District denies YOUR request for amendment, the Carlynton School District will inform YOU in writing of the denial and will explain how YOU may contest the denial.

#### **E. Right to An Accounting**

YOU have the right to request an accounting of all disclosures by the Carlynton School District of YOUR PROTECTED HEALTH INFORMATION. A request for an accounting

must be made in writing to the Complaint Officer/Contact Person designated in this NOTICE. The Carlynton School District will provide an accounting of all disclosures of YOUR PROTECTED HEALTH INFORMATION, except those that it is not required by law to disclose.

#### **F. Right to Receipt of this Notice**

YOU have the right to receive a written copy of this NOTICE by requesting a copy from the Complaint Officer/Contact Person designated in this NOTICE.

#### **7. Carlynton School District's Duties**

The Carlynton School District is required by law to maintain the privacy of PROTECTED HEALTH INFORMATION and to provide individuals with notice of its legal duties and privacy practices with respect to PROTECTED HEALTH INFORMATION.

The Carlynton School District will abide by the terms of the NOTICE in effect at the time action is taken.

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

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

#### **9. Complaint Procedure**

You may complain to the Carlynton School District and to the Secretary of the United States Department of Health and Human Services if you believe that the Carlynton School District has violated your privacy rights. If you wish to

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

The Carlynton School District will not retaliate against you for filing a complaint, either with or without the Secretary of the United States Department of Health and Human Services.

**EQUAL OPPORTUNITIES FOR  
HANDICAPPED STUDENTS**

**ANNUAL NOTICE**

The Carlynton School District provides the following annual notices to parents and families residing within the School District in accordance with state and federal laws and regulations. These notices are also accessible on the School District's website at <http://carlynton.k12.pa.us> and contained in the School District's handbooks. If you have any questions regarding the information contained in this notice, please contact the Director of Special Education, at 412-429-2500 ext. 3309.

**ANNUAL PUBLIC NOTICE OF  
SPECIAL EDUCATION SERVICES  
AND PROGRAMS, SERVICES FOR  
GIFTED STUDENTS AND  
SERVICES FOR PROTECTED  
HANDICAPPED STUDENTS**

In compliance with state and federal law, the Carlynton School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school

age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on evaluation procedures and provision of services to protected handicapped students, the Director of Special Education, at 412-429-2500 ext. 3309.

Also, school districts are required to conduct child find activities for children who may be eligible for gifted services under 22 Pa. Code Chapter 16. For additional information regarding gifted services, parents may refer to 22 Pa. Code Chapter 16. If a student is both gifted and eligible for special education, the procedures in IDEA and Chapter 14 shall take precedence.

Children ages three through twenty-one may be eligible for special education programs and services under IDEA and 22 Pa. Code Chapter 14. If parents believe that their child may be eligible for special education, they should contact the Director of Special Education.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is a condition that includes a child who is less than the age of beginners and at least three years of age and is experiencing any of the following:

- (i) The child's score on a developmental assessment device or an assessment instrument which yields a score in months indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas; or
- (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5

standard deviations below the mean on a standardized test.

Developmental areas include cognitive, communicative, physical, social / emotional and self-help.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers through age two. Contact: Allegheny County Assistance Office 611 Pittsburgh State Office Building, 300 Liberty Avenue, Pittsburgh, PA 15222-1215, 412-565-2146.

The Allegheny Intermediate Unit is responsible for providing services to children from age three until they begin kindergarten. Contact: Project DART, 475 East Waterfront Drive, Homestead, PA 15120, 412-394-5736.

The School District is responsible for providing services for school age children. Contact the Director of Special Education, at 412-429-2500 ext. 3309 for more information.

### **Evaluation Process**

Each school district, intermediate unit and charter school has a procedure in place by which any parent or guardian can request an evaluation. You may request an evaluation for your child at any time. For information about procedures applicable to your child, contact the school that your child attends or contact the Director of Special Education, at 412-429-2500 ext. 3309.

Parents of preschool age children, age three through five, may request an evaluation by contacting the intermediate unit at the number and address located at the end of this notice.

### **Consent**

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the child's parent or guardian. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be

found at the PaTTAN website at <http://www.pattan.net> and the School District's website at <http://carlynton.k12.pa.us>. Once written consent is obtained, the school district, intermediate unit or charter school will proceed with the evaluation process. If the parent disagrees with the completed evaluation, they may request an independent educational evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and the child's parent/guardian(s) determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) team meets, develops the program and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district, intermediate unit or charter school staff will issue a Notice of Recommended Educational Placement (NOREP) to the child's parent/ guardian. Written consent is required before initial services can be provided. A parent/guardian has the right to refuse initial services or revoke consent for services after an initial placement. More information can be found in the Procedural Safeguards Notice, accessible at <http://www.pattan.net> and the School District's website at <http://carlynton.k12.pa.us>.

### **Confidentiality of Information**

School districts, intermediate units and charter schools maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained confidentially. Your consent or consent of an eligible child who has reached the age of majority under state law must be obtained before personally identifiable information is released, except as permitted under the Family Educational Rights and Privacy Act (FERPA). Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure and

destruction stages.

For additional information related to student records, parents should refer to the School District's complete annual notification of rights under FERPA or contact the Director of Special Education.

This notice is only a summary of special education services, evaluation and screening activities and rights and protections pertaining to children with disabilities, children thought to be disabled and their parents. For more information or to request an evaluation or screening of a public or private school child, contact the responsible entity listed below. For preschool age children, information, screening and evaluations requested may be obtained by contacting the intermediate unit. The addresses of these entities are as follows:

**Intermediate Unit:**

**Address:** 475 East Waterfront Drive,  
Homestead, PA 15120

**Email:** info@aiu3.net

**Phone:** 412-394-5700

**Fax:** 412-394-5706

**School District Offices:**

**Contact:**

Director of Special Education

**Address:** 435 Kings Highway  
Carnegie, PA 15106

**Email:** tbd

**Phone:** 412-429-2500 ext. 3309

**Fax:** 412-429-2502

**English as a Second Language (ESL)**

**Programs for LEP and Immigrant Students**

The Carlynton School District develops and provides a planned educational program for each student with Limited English Proficiency (LEP). These programs enable students to meet academic standards and succeed in school. Each

program will include:

- 1) Standards-based English as a Second Language (ESL) instruction at the appropriate proficiency level;
- 2) Content area instruction aligned with academic standards and adapted to meet the needs of the student;
- 3) Assessment processes that reflect academic standards and instruction.

For more information, contact the Director of Special Education.

**Homeless Students**

If you have lost your housing and now live in a shelter, motel, vehicle, campground, or temporary trailer; on the street, doubled up with family or friends; or in another type of temporary or inadequate housing, your child may be eligible to receive help through a federal law called the McKinney-Vento Act.

Under the McKinney-Vento Act, children temporarily without a home or residence have the right to attend school regardless of where they live or how long they have lived there. If you have questions or need assistance, please contact Kimberly Cail, Registrar / Child Accounting Clerk, at 412-429-2500 ext. 1125.

**FERPA**

**Notification of Rights under FERPA**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the

School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Directory Information**

As is discussed above, FERPA requires the Carlynton School District to obtain your written consent prior to disclosing personally identifiable information from your child's education records, unless one of the enumerated exceptions applies. The Directory Information exception allows the School District to disclose appropriately designated "directory information" without written consent, unless you have advised the School District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications, such as: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists;

graduation programs; and sports activity sheets (e.g. for wrestling events, weight and heights of team members are generally listed).

Directory information is generally not considered harmful or an invasion of privacy if released. FERPA permits the school district to disclose directory information to outside organizations without a parent's prior written consent. Outside companies include, but are not limited to, companies that manufacture class rings or publish yearbooks. Additionally, federal law requires the School District to provide military recruiters, upon request, with information from three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without prior written consent.

The School District has designated the following categories of information as “directory information” subject to disclosure without parental consent: the student's name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; group photos;

weight and height of members of athletic teams; degrees, honors and awards received; school and dates of attendance; grade level in school and program of study. The School District may release this information without the consent of the parents or students.

### **Notification Of Rights Under The Protection Of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding the School District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as in making arrangements to protect student privacy during the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of a protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

The content of this notice has been written in a straightforward, simple language. If a person does not understand any of this notice, he or she should contact the School District and request an explanation.

The School District will arrange for an interpreter for parents or guardians with limited English proficiency. If a parent or guardian is deaf or blind or has no written language, arrangements will be made for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

The School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For information regarding civil rights, grievance procedures, services, activities, programs, and facilities that are accessible to and usable by

individuals with disabilities, please contact the Director of Special Education at 412-429-2500 ext. 3309.

## **BULLYING/CYBERBULLYING POLICY**

The Junior-Senior High School is a school where we strive to build relationships and push each other towards achieving excellence in everything we do. At times throughout the school year some students may exhibit difficulty in exhibiting positive behaviors. It is our duty and responsibility as a school community to work together to end instances of bullying or cyberbullying. Included below is the policy outlining the steps of how the school will handle reported incidents of bullying.

Each student shares in the responsibility of maintaining a bully free school. Please read through the policy below to familiarize yourself with a description of what bullying is and how we can all work together to prevent it from occurring.

Book	Policy manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Legal	1. 24 P.S. 1303.1-A 2. 22 PA Code 12.3 3. Pol. 218 4. 24 P.S. 1302-A 5. Pol. 236 6. Pol. 233 Pol. 248

Adopted September 18, 2017

### **Purpose**

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

Therefore, the Board prohibits bullying by district students.

### **Definitions**

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

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

**Bullying** is characterized when a student is exposed, repeatedly and over time, to negative actions on the part of one (1) or more students. Bullying implies an imbalance in power or strength. The student who is bullied has difficulty defending him/herself.

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

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

### **Authority**

The Board prohibits all forms of bullying by district students.[\[1\]](#)

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

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

retaliation shall occur as a result of good faith reports of bullying.

### **Delegation of Responsibility**

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.<sup>[1]</sup>

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

District administration shall annually provide the following information with the Safe School Report:<sup>[1]</sup>

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

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.<sup>[1][2][3]</sup>

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

### **Education**

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

### **Complaint Procedure**

Students may report a complaint of bullying, orally or in writing, to the building principal or a designated employee, who shall inform the student of the complaint process.

The building principal shall conduct an impartial, thorough, and confidential investigation of the alleged bullying incident. The principal shall notify the Superintendent of the findings.

In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the Superintendent and others directly involved, as appropriate.

If the investigation results in a substantiated charge of bullying, the district shall take prompt, corrective action to ensure the bullying ceases and will not recur.

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:<sup>[1][3][6]</sup>

1. Parent/Guardian notification.

2. Detention.
3. Suspension.

In all instances, the parent/guardian will be notified of student violations of this policy. Persistent violations may result in the student being assigned to alternative education or being referred to the Board for expulsion.

problems properly may result in suspension or expulsion from school.

\*\*Failure to sign and return the acknowledgement form will serve as complete understanding of Carlynton's Junior-Senior High School Handbook.

Please Note: The Carlynton School District reserves the right to amend this handbook at any time for the safety and well-being of our students.

Click [HERE](#) to complete the Acknowledgement Form or scan the QR Code.



**PARENT/STUDENT  
ACKNOWLEDGEMENT AND  
UNDERSTANDING**

By signing this form, students, parents, and/or guardians acknowledge they have read the Carlynton Junior-Senior High School Parent and Student Handbook and that the students and parents/guardians have the responsibility to understand its contents fully. It is understood by the students and parents/guardians that violations of the handbook will be dealt with firmly and that the students and their parents/guardians should take the necessary actions to eliminate those behaviors that disrupt the educational climate at Carlynton Junior-Senior High School. Failure to address such