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**UNFORESEEN CIRCUMSTANCES:** During the school year, unforeseen circumstances or events such as the COVID-19 virus may affect the everyday functioning of the school system. This handbook was created with procedures based on school policy and the normal functioning of the school system. In the event that an unforeseen circumstance arises, such as the COVID-19 virus, the administration may be required to adjust everyday procedures to ensure the safety of the children as well as the functioning of the educational process. While these changes may be procedural, they will be consistent with the policies set forth by the Connellsville Area School District's Board of Education.

## CONTACT INFORMATION

### CONNELLSVILLE AREA HIGH SCHOOL

201 Falcon Drive, Connellsville, PA 15425  
<http://www.casdfalcons.org>  
Phone: 724-628-1350 Fax: 724-628-0280

### CONNELLSVILLE AREA CAREER AND TECHNICAL CENTER

720 Locust St. Ext, Connellsville, PA 15425  
<http://www.casdfalcons.org>  
Phone: 724-626-0236 Fax: 724-626-8736

### CONNELLSVILLE AREA MIDDLE SCHOOL

710 Locust St. Ext, Connellsville, PA 15425  
<http://www.casdfalcons.org>  
Phone: 724-628-8910 Fax: 724-628-9293

HIGH SCHOOL PRINCIPAL	Nick Bosnic
CACTC DIRECTOR	Dr. Jeffrey McWilliams
MIDDLE SCHOOL PRINCIPAL	Robert Butts
HIGH SCHOOL ASSISTANT PRINCIPALS	Dr. Tammy Stern, Andrew Hedrick
MIDDLE SCHOOL ASSISTANT PRINCIPAL	William Petko
HIGH SCHOOL COUNSELORS	Beth Angle, Sarah Hough, Greg Martray
CACTC COUNSELOR	Nick Groover
MIDDLE SCHOOL COUNSELOR	Eric DiCianna
MIDDLE SCHOOL COUNSELOR	Dave Tangretti
SUPERINTENDENT	Richard Evans
COORDINATOR OF SPECIAL EDUCATION	Julie Bohna
DIRECTOR OF STUDENT SERVICES & WORKFORCE DEVELOPMENT	Dr. Lori Rosensteel
DIRECTOR OF TECHNOLOGY	Kevin Ghost
DIRECTOR OF ATHLETICS AND TRANSPORTATION	Richard Evans
DIRECTOR OF BUILDINGS AND GROUNDS	Scott Kirsch
HUMAN RESOURCES	Tim Witt
BUSINESS MANAGER	Cherie Routzahn
ASST. TO THE SUPERINTENDENT (CURRICULUM/FEDERAL PROGRAMS)	Dr. Traci Kuhns
DIRECTOR OF FOOD SERVICE	Matthew Triffanoff
DIRECTOR OF SECURITY	Michael Parlak

# POLICIES & PROCEDURES

## ASSEMBLIES

Assemblies are provided by the Student Council, school departments, and the administration. Students must be attentive and courteous at all times. The student body’s conduct at assemblies influences presenters’ opinions of our school in either a positive or negative manner.

## ATHLETIC ELIGIBILITY RELATED TO ATTENDANCE

Any student that is participating in an extracurricular event must be in attendance and has signed in to school before 11:00 am on the day of the event. (School Board Policy 123 – Athletic Eligibility)

## ATTENDANCE

### CASD Attendance Handbook

#### Absence

Regular school attendance is essential to the successful completion of the educational objectives of the school. The school laws of Pennsylvania require all school age children to be in attendance on all days that the school is open. The school attendance laws also require the school to hold students and their parents accountable for valid documentation of reasons for absence. Any student who is absent from school must submit an excuse for the absence(s) within three days of the date of the absence(s). Excuses should include the date, the student’s full name, and the date of absence, and the reason for the absence. Excuses are to be submitted to the homeroom teacher or directly to the office.

#### Disciplinary Action for Attendance Infractions

<b>Violation Number</b>	<b>Absences</b>	<b>Truancy Level</b>	<b>Disciplinary Action (Under 15 years old)</b>	<b>Disciplinary Action (15 years of age and older)</b>
1	3	Truant	Parent Notification letter  Detention	Parent notification letter  Detention
2	6	Habitually Truant	Parent Conference Letter  Student referred to Attendance Improvement Conference	Parent Conference Letter  Student referred to Attendance Improvement Conference  10 Day Driving Suspension
3	More than 6	Habitually Truant	Referral to CYS and/or citation filed with the office	30+ Day Driving Suspension

Violation Number	Absences	Truancy Level	Disciplinary Action (Under 15 years old)	Disciplinary Action (15 years of age and older)
			of the appropriate Magisterial District Judge against the student and/or the person in parental relation who resides in the same household as the student.	Citation filed with the office of the appropriate Magisterial District Judge against the student and/or the person in parental relation who resides in the same household as the student.
Additional citations for ongoing violations of school attendance will be filed against a student or person in parental relation who resides in the same household as the student in accordance with the specific provisions of the law.				

**Cyber Attendance**

Cyber students are required to log into the online platform Edgenuity (FOLA) and each individual class on a daily basis. Students have the opportunity to work ahead in their classes. If a student is on target or ahead of schedule and passing all classes, the number of weekly logins could be lessened. If a student is behind and not on target, nor passing, truancy will be the same as if the student were attending the brick and mortar. Motivated FOLA students who complete all coursework/courses before the end of a nine week period will be marked present for the remainder of the school days in the nine week period.

**Educational Trips**

Educational trips involving three (3) or more days must be pre-approved by the office through the Educational Opportunity Request to Participate form in order for the absence to be marked excused. Students are permitted five (5) education trip days total for each school year. It is the responsibility of the students or parents to inform the classroom teacher(s) and to get any work or makeup work for the days absent. Students have three (3) school days to make up assignments and ten (10) days to make up tests/quizzes. If you need more time, please work with the classroom teacher to make arrangements. College visits will be approved via the Educational Opportunity Request to Participate form.

**Exception on Attendance for Grading**

Any student absent from school while serving as representative of the school/district or member of a team (academic or extracurricular) will have class attendance requirements waived for any class using attendance as part of the grade calculation. Students are required to comply with all other grading requirements as per assigned. Questions regarding this policy should be directed to the building administration.

**Tardiness Regulations**

A student is considered tardy if they arrive late to school. Students who are tardy must report to the office and secure a tardy permit. Students are expected to provide a tardy excuse slip from their parent / guardian to explain their tardiness. Tardy notes should be turned in upon arrival to

school, but must be submitted within three days of the tardy. Any student who leaves early due to appointments will need to turn in a slip the following day from that appointment.

**High School**

Start Time: 7:15 a.m. and end time 2:17 p.m.

Tardy: 7:15 a.m. - 10:46 a.m.

Absent if arriving after 10:46 a.m.

Absent if leaving before 10:45 a.m.

**Career and Technical School**

Start Time: 7:30 a.m. and end time 2:07 p.m. (6 hours 37 minutes, 397 minutes)

Tardy: 7:31 - 10:48 a.m.

Absent if arrive after 10:49 a.m.

Absent if leave before 10:48 a.m.

**Middle School**

Start Time: 7:25 a.m. and end time 2:30 p.m. (7 hours 5 minutes, 425 minutes)

Tardy: 7:26 a.m. - 10:56 a.m.

Absent if arrive after 10:57 a.m.

Absent if leave before 10:56 a.m.

**Elementary School**

Start time is 9:20 a.m. and end time is 3:25 p.m. (6 hours 5 minutes, 365 minutes)

Tardy: 9:21 a.m. - 12:23 p.m.

Absent if arrive after 12:24 p.m.

Absent if leave before 12:23 p.m.

<b>Violation Number</b>	<b>Tardies</b>	<b>Disciplinary Action (Under 15 years old)</b>	<b>Disciplinary Action (15 years of age and older)</b>
1	3	Parent / Guardian Phone Call	Parent / Guardian Phone Call
2	6	Student referred to SAP	Student referred to SAP

**BACKPACKS**

Backpacks, book bags, and purses must be of a reasonable size. All bags are subject to search at any time.

**BREAKFAST/LUNCH PROGRAM**

Students in the Connellsville Area School District will receive one free breakfast and one free lunch each school day through the Community Eligibility Program. If a student wishes to eat extra, he/she may purchase items ala cart.

## **CAFETERIA**

The cafeteria, besides being a lunch room, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are:

1. Have your school ID number ready so you do not hold up the line.
2. Choose your food promptly.
3. Be courteous to all who serve you.
4. Handle cafeteria items carefully as they cost money—your money.
5. Observe good dining room standards at the table.
6. Leave the table and the surrounding area clean and in good order.
7. Put trash in the proper containers.
8. Do not throw food or anything else. This will result in a PSR.
9. Loud or disruptive noises will result in disciplinary action.

Additional infractions may result in cafeteria privileges being revoked. All food must be eaten in the cafeteria. Students are not to take food or drink into the cafeteria lobby or onto the patio. The cafeteria is run by the school at cost. Appreciate it and keep it clean and attractive.

## **CHANGE OF ADDRESS**

All students must report a change of address or telephone number to the office secretaries. It is important that we have current information so that a parent/guardian may be contacted in the case of an emergency. If a student plans to withdraw from the district, he/she must schedule an appointment with his/her guidance counselor who will explain the withdrawal procedures.

## **CHROMEBOOKS**

### **Overview**

The mission of the 1:1 Chromebook program is to create a collaborative environment that enhances student engagement and promotes the development of self-directed learning. Students will transition from consumers of information to co-creators of knowledge.

The Chromebook provides students access to educational materials, web-based tools, and Google Workspace for Education. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

This section of the handbook outlines the procedures and policies for student use and guidelines for students and families to protect the device issued by the Connellsville Area School District.

### **Issuance and Collection of Chromebooks**

- Every student will be issued a Chromebook upon entering Kindergarten, Fourth Grade, and Eighth Grade; or upon enrollment in the District. This device is the property of the Connellsville Area School District, but individual students will be responsible for the care of their issued Chromebook until a new device is issued or until withdrawal from the District.

- Students leaving the District must return the District-owned Chromebook to the Media Center of their respective school. Any Chromebook not returned upon the withdrawal of the will be considered stolen property and law enforcement agencies will be notified.
- Chromebooks will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.

### **Use of the Chromebook**

- The District's Acceptable Use Policy applies to all student use of Chromebook devices (School Board Policy 815 - Acceptable Use of Electronic Communication Networks and Systems). The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use. Noncompliance with the policies of this document will result in disciplinary action.
- Chromebooks are subject to content filtering both in school and at home. Any attempt to bypass the content filtering, including, but not limited to accessing the following will result in disciplinary action: alcohol, drugs, gang related symbols, guns, inappropriate language, pornographic materials, weapons, or anything else deemed inappropriate by Connellsville Area School District staff
- In addition to teacher expectations for daily classroom use, Chromebooks will be used to access school announcements, calendars, grades, and schedules. At-home use of the Chromebook is encouraged.
- Students are expected to bring their completely charged Chromebook to school for use in class each day. A fully charged Chromebook's battery should last an entire school day. Failure to bring a completely charged device may affect daily achievement grades or lead to other consequences. Repeat violations of this policy may result in disciplinary action.
- If a student leaves their Chromebook at home, they will be permitted to call their parent/guardian to bring the device to school. This should occur before the school day starts or during lunch time to reduce distractions during the school day. Students unable to contact a parent/guardian may use a "Classroom Loaner", if available. If no loaner devices are available, the student must comply with teacher-specific classroom procedures for completion of assignments.
- Students will only be able to login using their assigned @cashedu.org Google account. To ensure account security, students should not share their password and should log out of their Chromebook when not in use. Account login information can be supplied to a student by the Media Center staff.
- Sound should remain muted unless permission is granted from the teacher. Students are encouraged to purchase a pair of headphones/earbuds for personal use. The District will not supply headphones.
- The District encourages the digital exchange of information by sharing and/or emailing communication and assignments. Printing from the Chromebooks will not be available.

## **Chromebook Care Guidelines**

- Chromebooks must have a Connellsville Area School District barcode label on them at all times; this tag must not be removed or altered in any way. Chromebooks must remain free of any writing, drawing, or stickers.
- Clean the Chromebook with a soft, dry microfiber cloth or antistatic cloth. If a more thorough screen cleaning is required, lightly dampen a clean microfiber cloth with water. Do not use any type of cleaning solvent on your Chromebook.
- Screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on or place heavy objects on the top of the device when it is closed. Do not poke the screen with anything that will mark or scratch its surface or place anything on the keyboard before closing the lid (e.g. pens or pencils).
- Food or drink should never be placed near the Chromebook.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Transport Chromebooks with care. Lids should remain closed and tightly secured when moving. Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed. Never transport the Chromebook with the power cord plugged in.
- Cases will not be provided by the District but may be purchased from many retailers. It is suggested that students get a case to transport their Chromebooks back and forth to the school.
- To prevent overheating, Chromebooks should never be left in a car. Vents must not be blocked in any way.
- Under no circumstances should Chromebooks be left in an unsupervised area including cafeterias, locker rooms, media centers, unlocked classrooms, on top of lockers, restrooms, hallways, or outside. If an unsupervised Chromebook is found, notify a staff member immediately. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

## **Chromebooks Needing Repair**

- Chromebooks that are broken, or fail to work properly, must be taken to the Media Center of their respective school as soon as possible. Depending on the severity of the issue, a “Daily Loaner” may be issued right away.
- All repairs must be handled by District IT Staff. Students and families should never attempt to fix a broken Chromebook. Do not take District owned Chromebooks to an outside computer service for any type of repairs or maintenance. The District will not issue reimbursements for outside repair services.

- Students and/or families will be responsible for any damages caused to their District-issued Chromebook. If a device is lost or stolen the student and/or family will be responsible to replace the Chromebook. Optional insurance is available through the District for \$25.00 per year.

Examples of charges for Chromebook Repair:

- Replacement of damaged/lost Chromebook: \$200.00
- Replacement of screen: \$75.00
- Replacement of keyboard/touchpad: \$50.00
- Replacement power cord: \$20.00

**Google Privacy Notice**

*Google Workspace for Education accounts (including Gmail) will be given to all students in the Connellsville Area School District. The only identifiable information provided to Google will be the student's name and the District provided email address. Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. Additional Services require parental consent for students under the age of 13. In order to comply with the Children's Online Privacy Protection Act (COPPA), we must also provide a process for opting out of these services. If you feel it would be best for your child not to utilize these tools, please contact your child's school to request information on opting out.*

**CLASS CUTS**

Students must report to all assigned classes throughout the school day. Homeroom periods, intramurals, assemblies, and study halls are all assigned classes. Staying in the restroom all period is considered a class cut. If a student is ill, he or she must report to the nurse's office. Once a student registers for intramurals, he/she must report to intramurals every Wednesday.

Disciplinary Action for Class Cuts:

- 1st Offense: Detention
  - 2nd Offense: Private Study Room
  - 3rd Offense: 2 Days of Private Study Room
  - 4th Offense: 1 Day of OSS and a citation may be filed.
- \*\*\*\*\*Leaving school grounds without permission is prohibited.\*\*\*\*\*

**COUNSELING PROGRAM**

In compliance with state standards, students will participate in a comprehensive school counseling program, encompassing academic and personal/social development as well as career-readiness. Students will work collaboratively with their school counselor, parents, and community stakeholders, to help set short- and long-term goals, ensuring success upon graduating from CASD. Through classroom activities and individual conferences, students will complete a series of career-oriented projects, through an online career portfolio. At the high school level, in addition to counselor scheduled appointments, students can request to see their counselor through email or an appointment form that can be picked up in the counseling office. If an emergency situation arises, a school counselor will be available without appointment. Our goal is to create an environment that encourages each student to achieve their highest potential.

## **DETENTIONS**

Detentions can be assigned by individual teachers or the administration for violations of classroom or school rules. When a detention is assigned it will be completed during the student's lunch.

- Teachers will inform the office of detention.
- Students will be called to the office in the morning of detention to order lunch.
- Students will report on time to the assigned room during his/her lunch period.
- Lunch will be brought to the assigned room.
- Students will remain in the room until the period is over.

## **DIPLOMAS**

A standard diploma issued to a graduating student shall reflect the successful completion of studies.

## **DISCIPLINE**

In order for a school to maintain effective day-to-day functioning, a standard of discipline must be maintained. It is the expectation of the administration and staff that all students abide by the discipline requirements set forth in each classroom and the school building as a whole. Below is the discipline structure set forth for all students to abide by:

### **DISCIPLINARY STRUCTURE**

#### **LEVEL I**

Level I misconduct involves minor misbehavior on the part of the student, which impedes orderly classroom procedure, or interferes with the orderly operation of the school and/or school-sponsored activities.

**These behaviors are to be handled by the individual staff member;** however, such misbehavior may be indicative of a problem that should be referred to appropriate support staff.

An accurate record of the offense, intervention, and disciplinary action must be maintained by the staff member.

Recurrence of misbehavior may require a referral to the administration for further intervention and disciplinary action.

#### **Examples of Level I Offenses:**

- Minor disruptive behavior
- Classroom tardiness (4<sup>th</sup> late to class results in teacher detention)
- Disrespectful language or gesture (minor)
- Cheating\*
- Insubordination related to classroom expectations
- Consumption of food or beverages outside the cafeteria

**\*NOTE:** Student should receive a "0" grade, parents should be notified, and administration should be notified in writing.

**Listed below are the options available to staff members for Level I Discipline:**

- Verbal Reprimand
- Student Conference
- Special Assignment
- Behavioral Contract
- Conference with student/teacher/counselor
- Conference with parent/student/teacher
- Teacher assigned detention (Parent/Guardian should be notified by the teacher)

After the above disciplinary options have been exhausted, the discipline may proceed to Level II.

**DISCIPLINARY STRUCTURE**

**LEVEL II**

Level II involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school or school sponsored activity.

These infractions may result from the continuation of Level I behaviors and require the intervention of personnel on the administrative level or other specified persons. **Teachers are required to: (1) Discuss all disciplinary referrals with student. (2) Communicate appropriately with parent or guardian prior to submitting referral. (3) Turn referral in to Administration.**

A proper and accurate record of the offense is documented by the staff member and the student is referred to the administration for appropriate disciplinary action.

The staff member meets with the student to review documentation and assign appropriate disciplinary consequences.

The teacher/parent/student is informed of the action.

A proper and accurate record of the offense and the disciplinary action is maintained with a copy forwarded to the teacher.

**Examples of Level II Behaviors:**

- Classroom tardies (6 lates to class)
- Class cuts/Attendance infractions
- Forgery (minor)
- Verbal Altercation
- Presence in unauthorized area of building/campus
- Trespassing during suspension
- Continuation of unmodified Level I behaviors

- Minor destruction of school property (consequence includes restitution)
- Minor theft
- Dress Code Violations\*
- Possession of lighters, matches, and/or tobacco paraphernalia\*\*
- Possession and/or use of vaporizers/vape pens/electronic cigarettes/JUULs, or any related device\*\*
- Possession and/or use of tobacco products (see special instructions below)\*\*
- Lying to faculty, staff, or administration
- Inappropriate language not directed at a person
- Driving to school without authorization
- Driving/Parking violations
- Safety violations
- Minor harassment violations
- Physical Altercation (minor)
- Bus Violations (minor)
- Failure to attend lunch detention
- Public display of affection
- Unauthorized use of electronic and/or digital devices

**Listed below are the possible consequences available to the Administration for Level II Discipline:**

- Administrative Detention
- Private Study Room (PSR)
- Conference with parent/guardian/student/administrator
- One day out of school suspension – parent contacted by letter/telephone
- Loss of driving privileges for two (2) weeks
- Required conference with parent/guardian/student/administrator for reinstatement
- Other referrals as deemed appropriate by the administration
- Proceed to Level III disciplinary action
- Confiscation of device by staff member and submission to office
- Device is only returned to parent/guardian

\*Initial minor dress code violations will be attempted to be resolved by a conference with the student and administrators. Subsequent violations will result in further disciplinary consequences.

\*\*Incidents involving these offenses will result in issuance of a citation.

**Possession and/or Tobacco Products:**

Smoking and possession or use of tobacco products pose a serious health hazard to the user and the members of our school. The following consequences relate to possession and/or use of tobacco products:

### First Offense

- Assigned course through Drug & Alcohol called “In Depth” which is a tobacco education course in lieu of citation. Failure to participate in the course will result in a citation.
- PSR
- Paying all fines and court costs if a citation is issued

### Second Offense

- Citation
- 2 Days PSR
- Paying all fines and court costs

### Third Offense

- Citation
- One Day Suspension
- Paying all fines and court costs

### Fourth Offense

- Citation
- Two Day Suspension
- Paying all fines and court costs
- Parent/Guardian conference required in order to return to school

## DISCIPLINARY STRUCTURE

### LEVEL III

Level III misconduct involves behavior on the part of the student, which includes acts directed towards persons/property, impedes orderly classroom procedure, and/or interferes with the orderly operation of the school and/or school sponsored activities.

These infractions may result from the continuation of Level II behaviors but more frequently may be construed more serious in nature and require the immediate intervention of personnel on the administrative level. **Teachers are required to: (1) Discuss all disciplinary referrals with student. (2) Communicate appropriately with parent or guardian prior to submitting referral. (3) Submit referral to Administration.**

Those acts, which are criminal in nature, may automatically be referred to the appropriate law enforcement office.

Disciplinary action will be taken in all cases and parents or guardians will be informed by letter of the infraction.

Level III suspensions are imposed on students whose behavior(s) threaten the safety and well-being of the students and staff. No person has the right to threaten or harm anyone in our school and/or cause a major disturbance to the school environment.

### **Examples of Level III Behaviors**

- Physical fighting\*
- Assault\*
- Use of profane/obscene abusive language or gestures directed at a person
- Open defiance to a member of the staff
- Disrespect toward a member of the staff or visitor to the school district
- Harassment (major or continued)\*
- Extortion
- Ethnic Intimidation
- Forgery (major)
- Any violation on a school sponsored trip
- Violation of drug and alcohol policy\*
- Major theft (consequences includes restitution – circumstances reviewed as major or minor)
- Possession or distribution of pornographic materials
- Continuation of unmodified Level II behavior
- Threats to staff members (minor)
- \*\*Behaviors which do or have the potential to endanger the safety and well-being of others
- Vandalism (minor) – consequence includes restitution
- Leaving school grounds without appropriate permission
- Insubordination/Refusal of Discipline

\*Incidents involving these offenses will result in issuance of a citation.

\*\*May result in a disorderly conduct citation.

### **Listed below are possible consequences available to the Administration for Level III Discipline**

- One or two days PSR
- 1-3 days out of school suspension- parental contact by letter/telephone
- Required conference with parent/guardian/student/administrator/counselor for reinstatement
- 10 days of out of school suspension – parental contact by letter/telephone
- Possible limitation on participating extracurricular activities and school sponsored events
- Superintendent review
- Proceed to Level IV discipline

**\*NOTE:** A student who commits a total of three (3) or more Level III and/or Level IV violations **will** be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities, including dances, class celebrations and the graduation ceremony.

Although the consequences above are available for discipline, the specific discipline will be determined by an investigation of the incident and consistent with policies and procedures.

## **DISCIPLINARY STRUCTURE**

### **LEVEL IV**

Level IV misconduct involves behavior on the part of the student, which includes acts of violence directed towards persons/property, which pose a threat to the health, safety, welfare and/or morals of others in the school, and/or materially disrupts the educational environment. Included in Level IV violations are unmodified Level I, II, and III actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board of Directors.

Parents or guardians will be contacted by phone as soon as possible. Parents will also receive a letter informing them of the infraction and the disciplinary action taken.

#### **Examples of Level IV Behaviors:**

- Physical assault on a staff member
- Violation of Weapons policy
- Inciting so as to cause a riot
- Drug and Alcohol Policy violations (School Board Policy 227- Controlled Substances/Paraphernalia)
- Causing false alarms
- Vandalism (major)\*
- Possession and/or use of explosive devices
- Terroristic threats
- Arson, bomb threats
- Threats to staff members

\*Incidents involving these offenses will result in issuance of a citation.

#### **Listed below are disciplinary consequences for Level IV offenses:**

- 5-10 days of out of school suspension with possible recommendation to the Board of School Directors for expulsion
- Possible limitation on participating extracurricular activities and school sponsored events
- All violations of the Criminal Code will be referred to appropriate authorities

**\*NOTE:** A student who commits a total of three (3) or more Level III and/or Level IV violations **will** be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities, including dances, class celebrations and the graduation ceremony.

(School Board Policies : 249 - Bullying, 103 - Harassment, 247 - Hazing, 222 - Tobacco)

## **DRESS CODE - POINTS OF EMPHASIS**

The administration recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health or obscenity laws, or affect the welfare of the student or his/her classmates. In addition, students are required to wear certain types of clothing while participating in their career and technical program to ensure their health and safety. This requirement may differ from the standard dress code regulations. Building principals will determine if the students' dress is appropriate. In all cases, the decision of the principal as to the appropriateness of the attire is final. Specific dress rules include the following:

1. No bare midriffs. Tops must meet bottoms so that no part of the torso can be seen. Abbreviated or cropped tops are prohibited.
2. In addition, halter, tube, crop, spaghetti straps, low cut, racer-back, single-shoulder, or backless tops are prohibited. No cleavage should be visible!! Note: Regular tank tops with one inch straps, cold shoulders with sleeves, off the shoulders with sleeves are permissible providing cleavage or undergarments are not visible.
3. Clothing constructed from any type of transparent material must have dress code acceptable undergarments.
4. No undergarments may be exposed.
5. Clothing and accessories shall not have writing, pictures, or insignias of any type which promote drugs, alcohol, sexual activity, or tobacco. Clothing shall not have writing, pictures, or insignias with double meanings, or that are offensive to others (such as Confederate flags).
6. Hats should not be worn in the building. The hood on a sweatshirt should not be worn during the day. Sunglasses cannot be worn in the building.
7. Students must maintain modesty and self-respect in the area of coverage, with regards to skirts, shorts, and skorts, etc.
8. Bottoms that are ripped, torn with see through holes that expose undergarments or deemed inappropriate by administration are prohibited.
9. Jewelry or items that may cause injury are not permitted. This includes chain belts, wallet/key chains that connect the item to clothing, or spiked jewelry.
10. No extremely revealing clothing. Clothing that is stretched or thin to the point that skin or undergarments are visible is not permitted.
11. Slippers are permitted as long as they have rubber soles.
12. Adherence to state government required regulations.

## **ELECTRONIC DEVICES**

Radios, compact disc players, iPods, cameras, video cameras, cell phones and other entertainment devices are inappropriate in an educational setting. Such items, if brought to school without proper authorization, will be temporarily confiscated. Students who repeatedly violate the policy on radios and other electronic devices will be punished at the discretion of the administration.

## ELECTRONIC DEVICES- DISCIPLINARY ACTIONS

(School Board Policy 815 – Acceptable Use of Electronic Communication Networks and Systems)

Disciplinary Actions for Electronics Violations (under 17 years old)	
1 <sup>st</sup> Offense	Ø Student will be asked to turn off the device and put it away.
2 <sup>nd</sup> Offense	Ø Device is confiscated and held in the office Ø Student may retrieve device at the end of the day
3 <sup>rd</sup> Offense	Ø Parent must pick up the device Ø Lunch detention/Morning detention

Subsequent offenses will result in disciplinary action at the discretion of the administration.

## EMERGENCY DRILLS/SCHOOL SAFETY DRILLS

Emergency drills are required at regular intervals by law and are an important safety precaution. It is essential that when the first signal is given, everyone leaves the building by the prescribed route as quickly as possible. The teacher in each classroom will accompany and give instruction to the students. Students will also be required to participate in school safety drills throughout the school year related to emergency weather situations as well as intruders in the building protocol.

## FOOD AND DRINK

Students are not to bring food and/or drinks into the school unless it is for lunch time purposes or something planned ahead of time for a class activity. Students who are eating or drinking on the way to school should dispose of all containers as they enter the building. Cafeteria food and drink are not permitted to be taken out of the cafeteria or consumed outside of the cafeteria. Students are not permitted to order food and have it delivered to the school. Students who violate these rules will be assigned to the Private Study Room.

*Falcon Fuel* will have food available for sale during certain non-lunch times as set forth by the Life Skills Program. Students should not miss any regularly scheduled class time to go to *Falcon Fuel*. Study hall teachers, at their discretion, may allow students to visit *Falcon Fuel*.

## GRADING

Grades are an indicator of what you have achieved. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers and the various military services are all interested in your high school records.

The following is the district approved grade scale:

A = 90 - 100 (excellent)

B = 80 - 89 (good)

C = 70 - 79 (fair)

D = 60 - 69 (poor)

E = 0 - 59 (failure)

Pass/Fail Grades are given for the following classes: Gifted, SAT Prep, Freshman Seminar, iMedia Intern, Fab Lab Intern (Pass/fail classes do not factor in GPA or Class Rank calculations)

## GRADUATION REQUIREMENTS

### REQUIREMENTS FOR GRADUATION

In accordance with 22 Pa. Code §4.24 for the state of Pennsylvania, and Connellsville Area School District Policy 217, the following graduation requirements for the Connellsville Area School District are in effect:

#### **A. Completion of 24.5 Planned Course Credits**

In order to graduate from Connellsville Area Senior High School, the following *24.5-credit minimum* course requirements must be completed in **grades 9 - 12**.

**Grades 9 through 12 Level** (minimum of seven course credits a year/eight scheduled class periods per day)

1. 4 English/Language Arts Credits: AP English, Honors English, College Prep English, or Academic English
2. 3 Math Credits: must include Algebra I Part I & Algebra I Part 2 or Algebra I, along with Geometry
3. 3 ½ Social Studies Credits, which must include: American Political and Economic Systems and US History 2/Modern US History
4. 3 Science Credits: must include Biology
5. 3 Semesters of Physical Education grades 9-11: must include swimming
6. ½ credit of Health
7. \*\*Electives scheduled to meet minimum credit requirements

\*\*Note: A credit is a class which meets once a day for 36 weeks per 180-day school year. One-half credit is a class which meets once a day for 18 weeks per 180-day school year. Classes which meet less than every day for 18 weeks shall be awarded a fractional part of a full credit dependent upon the amount of time needed to meet course standards.

According to Chapter 4, in **Grades 7 through 12**, in addition to graduation requirements, the following classes must be offered:

1. Fine Arts (including music, art, dance and theater)
2. Family and Consumer Sciences/Industrial Technology
3. Foreign Language
4. Computer Literacy

***Career education will be integrated into the program for all students.***

## **B. Keystone Exams:**

**Parental Opt-Out** - The regulation gives parents/guardians the right to review any state assessment to determine whether the assessment conflicts with their religious beliefs. In asserting a religious objection to the assessment, a parent/guardian must explain the objection in their written request for excusal.

In order to comply with Chapter 4 Regulations (§4.24 relating to the local assessment system), Act 6 and Act 158, the graduation requirements for the class of 2022 and beyond will follow the Connellsville Area School District Policy 217 (Graduation).

## **Graduation Pathways**

Act 158 of 2018 (October 24, 2018) expands the opportunities for students to demonstrate postsecondary readiness through five pathways, starting with the class of 2022 and beyond. Students are still required to take the Keystone Exams for purposes of federal accountability. The following options are listed for students to meet the state graduation requirement:

**Keystone Proficiency Pathway:** Student scores proficient or advanced on each Keystone Exam (Algebra I, Literature. And Biology).

**Keystone Composite Pathway:** Student earns a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than “basic” on the remaining two). The “satisfactory composite score” is 4452.

**Alternative Assessment Pathway:** Student successfully completes the grade-based requirements for Algebra I, Literature, and Biology **and one** of the following:

- a. Attains an established score on an approved alternative assessment  
SAT (1010), PSAT (970), ACT (21), ASVAB (31); **OR**
- b. Attains a Gold Level on the ACT WorkKeys assessment; or
- c. Attains an established score on an International Baccalaureate Diploma Program exam or on an Advanced Placement Program in the academic content area which the student did not achieve a proficient score; or
- d. Successfully completes a concurrent enrollment course in the academic content area with each Keystone Exam in which the student did not achieve at least a proficient score; or
- e. Successfully completes a pre-apprenticeship program; *or*
- f. Acquires acceptance to an accredited four-year nonprofit institute of higher education with evidence of the ability to enroll.

**Evidence Based Pathway:** Student successfully completes grade-based requirements for each of the Keystone content areas and provides **three pieces of evidence** consistent with the student’s goals and career plans that include:

A One or more of the following:

- a. Attains an established score on the ACT WorkKeys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International Baccalaureate Diploma Program Exam; or
- b. Acquires acceptance to an accredited non profit institution of higher education other than a four-year institution with evidence of the ability to enroll; or
- c. Attains an industry-recognized credential; or
- d. Successfully completes a concurrent enrollment course or postsecondary course;

B. No more than two additional pieces of evidence, including more of the options listed above:

- a. Satisfactory completion of a service learning project
- b. A proficient or advanced score on a Keystone Exam
- c. A letter guaranteeing full-time employment
- d. A certificate of successful completion of an internship, externship, or cooperative education program
- e. Satisfactory compliance with the NCAA’s core courses for college-bound student athletes with a minimum GPA of 2.3 or the equivalent.

**CTE Pathway:** Student completes grade-based requirements for academic content areas associated with each Keystone Exam; and

- a. Attains an industry-based competency certification related to their program of study (NIMS, NOCTI); or
- b. Demonstrates a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator’s program of study.

## HALL PASSES

Permission to leave the classroom may be granted by the teacher at his or her discretion. Teacher permission can be verified through the use of a hall pass or by checking the teacher’s sign out sheet.

## HEALTH SERVICES

If a student becomes ill in school, he/she should report to the nurse who will decide what should be done. **Students who are ill must not leave the building without authorization from the nurse.** The nurse's office is not to be used as an excuse for being late to class or being absent. The nurse does not dispense medication. Students who are taking prescribed medications must register the drug with the nurse. (School Board Policies: 203 - Immunization, 209 - Health Examinations/Screenings, 210 - Use of Medications, 209.1 - Head Lice)

## HOMEBOUND INSTRUCTION

The Board shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months. (School Board Policy 117 - Homebound Instruction))

## **HOMEWORK**

Assigning homework is an acceptable practice. It becomes an essential part of the total education of the student when it provides the opportunity for the student to practice, apply, integrate, or extend school learning. (School Board Policy 130 - Homework))

## **HOMELESS STUDENTS**

### **Education for Children and Youth Experiencing Homelessness**

#### **(ECYEH)**

This resource is intended for parents/guardians/staff/community members to utilize if experiencing homelessness or in crisis. This resource also provides guidance and training and is updated annually.

If you or someone you know is in need of assistance — please reach out to 724-626-0236  
Homeless Liaison(s): Dr. Lori Rosensteel

#### **Liaison Responsibilities:**

The district's liaison shall coordinate with:

1. Local service agencies that provide services to homeless children, youth, and families.
2. Other school districts on issues of records transfer and transportation.
3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Act.
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, soup kitchens, public libraries, and locations frequented by parents/guardians of homeless children.

The district liaison shall provide reliable, valid, and comprehensive data to the coordinator of Pennsylvania's Education for Children/Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state law regulations.

#### **Definition of Homelessness:**

Homeless students are defined as individuals lacking a fixed, regular, adequate nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional, or domestic violence shelters.
4. Abandoned in hospitals.
5. Whose primary nighttime residence is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as run-away children.

9. Abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school-aged parents in houses for parents if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled, including pre-school. When the student completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth is defined as a homeless child or youth not in the physical custody of a parent or guardian.

### **Enrollment/Placement:**

To the extent feasible and, in accordance with the student's best interest, a homeless student shall continue to be enrolled in his or her school of origin while he or she remains homeless or until the end of the academic year in which he or she obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will assist the student with placement and enrollment decisions and give priority to the views of the student in determining where he or she will be enrolled.

If after such consideration, the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy. Homeless families are not required to prove residency regarding school enrollment.

### **School/Health Records:**

The receiving school district may contact the district of origin for oral confirmation that the student has been immunized but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed. The enrolling district's liaison will assist the parent/guardian/student in obtaining necessary immunizations, or immunization or medical records.

The district will support families with accessibility to health-related resources — not limited to access to a physician, dentist, and other specialty doctors.

The district may assist with transportation for access to medical providers as well as assist with

overcoming barriers related to insurance.

**Placement/Disputes/Complaints:**

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints of noncompliance rise regarding the education of homeless students, the following steps shall be taken:

1. The person filing the complaint shall first contact the school or district through the district liaison, the principal, or Superintendent to present their concerns to the people closest to the situation and, most likely, to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.  
PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school district letter or on the Dispute Letter Form, if given directly to a Liaison of the Homeless Initiative.

**Education Records:**

Information about a homeless student's living situation shall be treated as a student education record subject to the protections of the Family Educational Right and Privacy Act (FERPA) and shall not be deemed to be directory information.

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to: transportation services, school nutrition programs, vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

**Transportation:**

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside district boundaries or homeless students live in another district

but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

**Transportation Coordinator:**

Mr. Rich Evans

**Fiscal Responsibilities:**

The following guidelines will be followed in cases when the education of the student is provided by the district where the homeless student is temporarily living. The guidelines shall also apply in cases when the district of prior attendance, where that is not the district the student attended when permanently housed, will educate the student:

1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students.
2. For homeless individuals in temporary shelters, the educating school district will send a form for the determination of district residence for students in facilities or institutions to the presumed district of residence.
3. If the form is acknowledged by the resident district, the educating district will enter the student on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to state child accounting procedures.
4. If the form is disclaimed and a district of residence cannot be determined, the student will be considered a ward of the state. The educating district will enter the student on its rolls as a nonresident ward of the state and will report membership according to state child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to child accounting.

In cases when the education of the student is provided by the district of origin, where that is the district, the student attended when permanently housed, the district will continue to educate a homeless student for the period of temporary displacement and should maintain the student on its rolls as a resident student.

In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not the district of new residence, the educating district will continue to educate the formerly homeless student on its rolls as a nonresident student.

**Training:**

Offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

The district's liaison shall arrange professional development programs for school staff, including office staff.

School personnel providing services to homeless students, including enrollment staff, shall receive professional development and support to:

1. Improve identification of homeless students.
2. Understand the rights of such children, including requirements for immediate enrollment and transportation, and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

### **Family Engagement:**

Families are a valued member of our community and an essential part of a child's success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year. If you need assistance to participate, please contact your building principal.

### **Community Partnerships:**

The District partners with community agencies to support families through collaboration. Some community partnerships include but are not limited to:

Fayette County Drug and Alcohol  
Chestnut Ridge Counseling Services  
Private Industry Council  
Connellsville Community Ministries

### **Academic Supports:**

Students have access to numerous academic supports — based on the need of each individual student. Examples include but are not limited to:

Title 1 services  
Multi-Tiered Intervention Supports  
After School Tutoring  
Credit Recovery

### **McKinney Vento Homeless Education Assistance Improvements Act:**

<https://www.education.pa.gov/K12/Homeless%20Education/mckinneyvento/Pages/default.aspx>

## **HONOR ROLL**

1. The Honor Roll System will be based on the following unweighted point system:
  - a. Highest Honors 3.8
  - b. High Honors 3.5
  - c. Honors 3.0
2. A student with an incomplete will not be eligible for the honor roll. The principal's office will not release the honor roll until after the 10 day make-up period has expired.
3. All senior high school students will be included in honor roll computations.

## **INSUBORDINATION**

Any student who refuses to follow the instructions of any person in a position of authority will be subject to disciplinary action.

## **KEEPING YOUR SCHOOL CLEAN**

We make every effort to keep the school neat and clean. Our students have pride in their school and want pleasant surroundings. Please cooperate by placing debris in the proper containers.

## **LOCKERS**

The school is not responsible for any loss incurred by students. However, all losses should be reported to the office and every effort will be made to find the article(s). At the end of the school year, articles not claimed are discarded. To reduce the number of losses, students should keep lockers locked and should not leave money and jewelry in open lockers.

## **NHS MEMBERSHIP CRITERIA**

National Honor Society membership is a teacher selected honor. Students who are academically eligible (unweighted GPA of 3.5 or above) will be given an application to pursue the induction process.

Applications must be turned in by the due date. On a survey given to all faculty and administration, applicants must have a minimum of 8 “yes” votes in order to qualify for membership. A “no” vote will be subtracted from the total. Disciplinary infractions can result in denial of membership. Suspensions, including PSR, will automatically make a candidate ineligible.

## **NON-DISCRIMINATION (TITLE IX)**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. (School Board Policies: 103 - Harassment, 103.1 Qualified Students with Disabilities)

## **PHOTOGRAPHS AND VIDEOTAPES**

The instructional staff and TV production students photograph and videotape numerous school activities throughout the school year. Parents who do not wish to have their child photographed or videotaped should notify the principal, in writing, of this request at the beginning of each school year. **No other videotaping is permitted, including with the use of cell phones, unless prior permission is given to the student by a teacher or administrator. Anyone found videotaping an incident at school or another student for any non academic reason will face school discipline as determined by the school administration.**

## **PRIVATE STUDY ROOM (PSR)**

The Private Study Room will be used as a disciplinary resource throughout the school year. Students assigned a PSR should come to the assigned room adequately prepared to do meaningful work throughout the day. Only administrators may assign PSR. Cell phones are not permitted in the PSR room and will be collected in the office at the beginning of the day. Students who refuse PSR or are uncooperative will face further disciplinary actions.

## **PROMOTION AND RETENTION**

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge. (Policy 215 - Promotion and Retention)

## **PUBLIC SHOW OF AFFECTION**

Good taste and common sense requires that you keep any show of affection private. Most people find it very embarrassing to be subjected to the public demonstration of others. Parents will be notified and students will be subject to disciplinary action if this guideline is violated.

## **REPORT CARDS**

Report cards are issued at the end of each nine week grading period. Both percentage and letter grades are used to designate a pupil's progress. Parents and students should make use of the parent web portal to track student progress.

## **RESTROOMS**

You may use the restrooms before and after school, between class periods, during your lunch period (cafeteria lobby restrooms only), and during class periods or study halls with teacher permission. You are expected to keep the restrooms clean. Do not loiter, smoke, write on the walls or damage the facilities in any way. If you are feeling ill, report to the nurse's office. Do not remain in the restroom!

## **STUDENT ASSISTANCE PROGRAM**

SAP is a state mandated program set up for students who are experiencing difficulties. These difficulties can range from a personal problem, truancy issues, or a drop in grades, to drug/alcohol involvement or depression. The purpose of the program is to refer students to sources of help, to move the problem from the school environment, to allow the student to better concentrate on educational issues, and, in some instances, to reduce the disruption of the educational process for other students. Students may be referred by self, other students, parents, or staff. Additional information can be obtained by calling 724-628-1350.

## **STUDENT COUNCIL**

The purpose of the Student Council is to develop student activities and self government and to promote the general and individual welfare of the student body of the school. The membership is composed of one representative from each homeroom and enough additional members from the twelfth grade so that they shall have as many representatives as the largest class.

## **STUDENT RECORDS**

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student

records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records. (Policy 216 - Student Records)

## **SUMMER SCHOOL FOR CREDIT AND/OR RECOVERY**

Students may utilize Summer School as an opportunity to take additional courses and earn credit through correspondence, on-line services, community colleges, or courses that are offered at other high schools. These courses must be pre-approved by the Principal. Students who have failed courses and need to make up courses may also take advantage of the opportunity to complete Summer School studies.

## **TARDINESS TO CLASS**

Being habitually late to class (not referring to arrival at school) is irresponsible and unacceptable.

Penalties for tardiness to class:

- Four (4) unexcused tardies - one detention (assigned by the teacher/administrator)
- Six (6) unexcused tardies - one day of PSR (assigned by the administrator)
- Eight (8) unexcused tardies - parent conference and one (1) day out of school suspension.
- Ten (10) unexcused tardies - will result in a parent conference and three (3) days of out-of-school suspension.

## **TELEPHONES**

Only emergency messages from the parent/guardian will be taken in the office and conveyed to the student as soon as possible. Students will be allowed to use the office phone to return emergency phone calls.

## **TITLE I**

Title I programs are supplemental instructional services, in the areas of reading and mathematics, which are funded by the Federal Government. Connellsville Area School District is able to provide these programs based on the poverty rate, and the number of students in our district who receive a Free or Reduced Lunch. The purpose of Title I is to improve the academic achievement of the disadvantaged. (School Board Policies: 906.1 - Complaint Resolution, 918 - Parent and Family Engagement)

## **TRANSPORTATION VIDEOTAPING**

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes. The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose. (School Board Policy 810.2 - Transportation Videotaping)

## **TRANSCRIPTS**

A transcript includes a record of classes and final grades for grades 9-12. Students may request a transcript by contacting the guidance secretary and providing the information on where the transcript needs to be sent. Colleges and post secondary programs require an official transcript from the high school. This transcript will be prepared and mailed from the high school. The Connellsville Area School Board adopted a policy on December 5, 1990, to provide each student and former student with three (3) official transcripts for college, other post-secondary institutions and prospective employers at no charge.

Additional transcripts will cost \$3.00. Checks should be made payable to the Connellsville Area School District. Transcripts will not be released or mailed until the fee is paid. A five day notice to meet transcript deadlines is requested.

## **VISITORS**

Students are not permitted to bring visitors during the school day. Parents are always welcome, but should make an appointment to conference with teachers and/or guidance counselors.

All visitors must park in the designated area in front of the building and report to the visitor's office.

## **WEATHER EMERGENCY DRILL**

Each year, every building in the District will take part in a weather emergency drill that is run in conjunction with PA Emergency Management Services. During this drill, students will be instructed on where they should go and what they should do in the event of a weather related emergency. The emphasis of this drill is to relocate students to areas in the building that are in the closest proximity to their current class that removes them from dangerous areas such as windows, doors, etc.

## **WORK PERMITS**

Students who are under 18 years of age are required by law to have a work permit in order to be employed either part or full time. Applications must be completed by the employer, parent, guardian, and physician and returned to the office. A work permit will then be issued to take to the employer.

## **SPECIAL EDUCATION SERVICES**

Parents, guardians, teachers and counselors may refer students experiencing difficulties to the child find study team or Student Assistance Program (SAP) for instructional/behavioral team assistance. Based on the data provided, the team will provide assistance by recommending classroom interventions that will be monitored through data collection over a period of time not to exceed 6 weeks.

The team will meet to review the data collected to determine the appropriate steps necessary going forward. If it is determined that a full-scale evaluation is necessary, a multidisciplinary team (MDT), which includes the parent, will collect information about the student, write an evaluative report (ER) and determine if the child has a disability and is in need of special education services.

If it is determined by the team that the student does qualify for services, an Individualized Education Plan (IEP) will be developed based off of the results of the evaluation report.

### **Disability Categories Under Chapter 14**

The Connellsville Area School District will provide or access a complete continuum of services for all children with disabilities. A child with a disability is evaluated and identified according to Federal and State Regulations as found in IDEA 2004 and Chapter 14:

**Autism** -a developmental disability affecting communication and social interaction.

**Deaf-blindness** -a hearing and visual impairment.

**Deafness** -a hearing impairment.

**Emotional Disturbance** -having emotional concerns (depression, unnatural fears, acting out) displayed over a long period of time.

**Hearing Impairment** -permanent or fluctuating hearing difficulties.

**Intellectual Disabilities** -sub-average intellectual functioning.

**Multiple Disabilities** -two or more impairments found in this list.

**Orthopedic Impairment** - a physical condition that affects a child's educational progress.

**Specific Learning Disability** -one or more of the basic psychological processes involved in understanding are impaired.

**Other Health Impairments** -limited strength, vitality or alertness (or heightened alertness) that affects a child's performance.

**Speech or Language Impairment** -a communication disorder and/or voice impairment.

**Traumatic Brain Injury** - acquired injury to the brain caused by an external physical force.

**Visual Impairment including Blindness** -an impairment in vision (even with correction) that adversely affects a child's educational performance.

## **Due Process And Parental Rights**

If you do not believe that your child's education program is working, you can request an IEP meeting to discuss changing your child's services. Whenever a change in your child's program is proposed, you will be notified and informed of your rights in writing and you will be given the opportunity to agree or disagree with the proposed placement.

You will receive a Notice of Recommended Educational Placement (NOREP) from the school district and you may approve or disapprove of the proposed placement. There are procedures to follow to ensure that your rights are protected. There is a process in place to help resolve differences of opinion concerning program or placement and related services.

## SENIOR HIGH SCHOOL SPECIFIC INFORMATION

### ACADEMIC EXCELLENCE

At commencement, seniors attaining a 93% or better unweighted average in combination with a number of weighted courses in grades 10, 11, and 12 will receive a gold, silver or bronze pin. The bronze pin signifies both semesters of one (1) school year. The silver pin signifies both semesters of two (2) school years. The gold pin signifies three (3) school years. A student's schedule must include CP English or AP English in addition to two weighted classes in 10th, and three (3) weighted classes in 11th and 12th grade.

### ARRIVAL/DISMISSAL POLICY

Students riding a bus will be dropped off by the cafeteria. Drivers must enter the school from the front and go in the direction of the auxiliary gym circling the building to the student parking lot. Parent drop off is in front of the school. Van drop off is at the auxiliary gym entrance. At 7:00, students are dismissed to their homeroom and the CACTC will stay in the cafeteria to be dismissed to the CACTC at 7:25. Students are dismissed at 2:17. They will go to their buses for dismissal and the buses will depart at 2:22 for the middle school. Any student driving may go to his/her car but may not leave until the buses have left school grounds. Students riding with their parents will be picked up in the front of the building.

### CLASS RANK

Class rank is based on students' cumulative quality point averages (QPA). Weighted courses will be factored into rank as follows: College Prep courses will be weighted with a 1.1 factor; Honors courses will be weighted with a 1.2 factor; Advanced Placement and College in High School courses will be weighted with a 1.3 factor. Calculations for class rank begin in grade nine and are cumulative through grade 12.

Beginning with the class of 2026, class rank will be calculated annually using the weighted GPA.

#### 1.1 Weight

English 9 CP  
English 10 CP  
English 11 CP  
English 12 CP  
U. S. History 2 CP/Modern US History  
Sociology  
CP Biology  
Anatomy & Physiology  
Pre-Advanced Placement Physics  
Physics

#### 1.2 Weight

Honors English 9  
Honors English 10  
Honors English 11  
Honors Biology

#### 1.1 Weight Cont'd

Academic Chemistry  
Chemistry 2  
German 3  
Principles of Engineering  
Engineering Design and Development  
Civil Engineering and Architecture  
Sr. Concert Band  
Sr. Symphonic Band  
Sr. Chamber Ensemble  
Advanced Swim/Gym (.5 weight)

#### 1.2 Weight Cont'd

Honors Chemistry  
Honors Algebra 1  
Honors Geometry  
Honors Art 2

### 1.3 Weight (AP & College in High School Courses)

Accounting (CIHS Course)	AP Environmental Science (CIHS)
Advanced Accounting (CIHS Course)	AP Physics (CIHS Course)
Algebra 3 (CIHS Course)	AP Precalculus (CIHS Course)
AP Biology	AP Spanish
AP Calculus (CIHS Course)	AP U.S. Government
AP Chemistry	AP U.S. History
AP Computer Science Principles	Calculus (CIHS Course)
AP Statistics	Honors Algebra 2 (CIHS Course)
AP Macroeconomics	Precalculus (CIHS Course)
AP English Language & Composition	Spanish 3, 4 & 5 (CIHS Course)
AP English Literature & Composition	

\*\* CIHS Courses: Students enrolled in a CIHS course will have the opportunity to register for post-secondary credits through the participating colleges. (Fees Apply)

\*\*\* Additional CIHS Courses are currently under review and could be added to the existing list.

### **Academic Distinction Recognized at Graduation:**

- \* Summa Cum Laude - 4.25 Cumulative Weighted GPA
- \* Magna Cum Laude - 4.0 Cumulative Weighted GPA
- \* Cum Laude - 3.75 Cumulative Weighted GPA

## **COLLEGE VISITS**

Since our purpose is to prepare students for life after high school, we encourage students to gain exposure to program offerings in postsecondary institutions. These are the procedures concerning college visits:

- Junior and senior students are permitted a maximum of three (3) college visits per school year.
- ***Students must obtain and complete the appropriate form from the guidance counselor at least one day prior to the college visit.*** The form must be signed by the guidance counselor or a principal.
- It is the responsibility of the student to obtain a signature from the college or university representative with whom they met on the institution's official letterhead, to provide proof of the student's attendance at the college visit.
- Any college visit which will extend beyond one school day must have prior administrative approval.

During the school year, senior students are permitted to attend a maximum of three (3) class period meetings with representatives from postsecondary institutions. Senior students who wish to attend a meeting during the school day should gain written permission (in the form of a yellow hall pass) from the assigned classroom teacher one day prior to the meeting. The pass needs to then be given to Ms. Scheller in the Guidance Office.

## **DANCES**

School sponsored dances will be held throughout the school year. The following information is in effect for all Connellsville Area Senior High School dances:

1. Only those students for whom the dance is intended may attend. Students in grades 8 or lower are not permitted to attend a high school dance. All students and their belongings are subject to be searched upon entering the event.
2. All school rules, responsibilities, and disciplinary actions will apply to students of CAHS.

3. **Once a dance has started, no students may leave the dance early unless a parent/guardian discusses the circumstances in person with the principal or sponsor of the dance.**
4. No students will be permitted to re-enter the dance after leaving.
5. Students suspected to be under the influence of drugs or alcohol will be handled according to the district drug and alcohol policy.
6. Possession or use of tobacco products is prohibited.
7. Students must be in attendance at school on the day of the event in order to attend.
8. Any inappropriate behavior by students during the dance may result in their immediate removal from the event without prior notice and without a refund of their ticket price.

## **DRIVING POLICIES**

Driving to school is a privilege, not a guaranteed student right!

1. Sophomores are not permitted to drive.
2. In order to drive to school and park in the school parking lot, a student must submit a Driving Permit Form and agree to follow all of the rules and regulations. Failure to do so will result in the suspension of driving privileges.
3. Students who pay for parking privileges will be assigned an individual parking slot to use on a regular basis.
4. **SAFETY IS OUR HIGHEST PRIORITY WITH RESPECT TO STUDENT DRIVING.** Students who drive in a manner that jeopardizes the safety of themselves or others will lose their driving privileges.
5. Students who arrive late to school must report to the Visitor's Entrance of the building, park and then enter via the cafeteria entrance.
6. Any student driver who drives off of school grounds without permission will lose his/her driving privileges for the remainder of the school year.
7. If proper dismissal procedures are not followed, the student driver's privileges will be revoked.
8. Any accumulation of 3 days out of school suspension or 3 days of PSR will result in the student's loss of driving privileges.
9. Disciplinary action for attendance infractions apply to student drivers as well.

## **MEDIA CENTER**

The Connellsville Area Senior High Media Center provides books, periodicals and online access to the latest information. Books may be checked out for two weeks; magazines are for library use only. Students can also borrow books from other libraries in Pennsylvania through the inter-library loan system, Access PA.

Our media center has computers available to students for research purposes. Each computer has Internet access as well as access to many subscription databases. Because we participate in the Access PA program, we have access to the many POWER Library databases. Included in POWER Library are several periodicals indexes; e-books; literature databases; and art, music and automotive guides. We also subscribe to Grolier Online, which is an online encyclopedia database. Remote access is available for all subscription databases.

### **Procedures for Reporting to the Media Center**

Students who wish to come to the media center instead of going to study hall should report directly to the study hall. Students should sign up with the study hall/classroom teacher who will provide the pass to the media center. Students will not be admitted without a pass from the sending teacher. Students

will be required to sign in and the sending teacher will be notified. Seating is limited, so students should report promptly. Students are expected to remain in the media center the entire period.

The Media Center is a center for reading, research and study. Any behavior that does not support these purposes will not be tolerated.

## **STUDENT SCHEDULES**

**Schedule Requirements:** Students must schedule eight (8) class periods per day based on an 9-period day, with no more than six (6) study halls per week. Therefore, schedules will be adjusted as necessary to maintain this minimum standard.

**Schedule Changes:** Changes in students' schedules MAY BE CONSIDERED for the following reasons:

- A. A subject has been failed or not completed since scheduling took place and the course must be repeated.
- B. A student has attended an accredited summer school and successfully passed courses that require a change.
- C. A senior is scheduling cooperative work study (Vocational Tech) necessitating schedule change due to working requirements.
- D. Scheduling conflicts or errors were made by the school or data center during the scheduling process.
- E. A student is assigned to a teacher he/she had previously failed.

**Addition of a course:** New or additional courses will only be scheduled by the end of the second week for the first grading period. A second semester course may be added by the end of the second week of the third grading period.

**Withdrawal from a course:** Students may only drop a course by the end of the fourth week of the first grading period. A second semester course may be dropped by the end of the fourth week of the third grading period.

A student, who believes he/she has a legitimate reason to drop a course, must obtain a form from his/her guidance counselor, which will be reviewed after student, teacher, parent input, and signatures are obtained. Upon completion and return of the form to the guidance counselor, a parent conference will be scheduled. Completing the forms does not mean the class will necessarily be dropped. If a withdrawal is granted, a "W" (Withdrawal) will be issued on the student's transcript for the dropped course.

If the schedule change occurs as a result of a program level change (i.e. changing from a college preparatory English course to a general English course), the student's grade at the time of the schedule change will be transferred. However, if a student wishes to withdraw from a course and the withdrawal is not considered to be a program level change, the student will receive a "W" for the dropped course and an additional course will not be scheduled.

Therefore, it is extremely important that the student and parent understand that a withdrawal from a course could result in the student not being able to earn the 24.5 credits which are necessary for graduation.

NO schedules will be changed to request a different teacher. Students and parents should be aware that changing schedules is seldom a positive experience for anyone involved. Every effort should be made to work out difficulties before considering a schedule change.

## **CONNELLSVILLE AREA CAREER AND TECHNICAL CENTER SPECIFIC INFORMATION**

### **Guidance**

Guidance services are available to every student in the school. Unless it is an emergency, students are required to schedule appointments with the counselor. If an emergency arises and the student needs to visit the counselor during class, a student must have a pass from that classroom teacher.

### **National Technical Honor Society**

- Recognize and honor excellence in career and technical education
- Encourage students to reach for higher levels of achievement, develop self-esteem and pride
- Champion a stronger, more positive image for Career Technical Education in America
- Promote critical workplace values—including skill development, honesty, responsibility, service, citizenship, and leadership.
- Help member schools and colleges build and maintain effective partnerships with local business and industry.
- Provide greater career opportunities for members
- Promote educational excellence in America

### **NOCTI State Skills Assessment**

All CACTC senior students considered eligible to be a program “completer” must take the National Occupational Competency Testing Institute (NOCTI) exam related to their program of study. NOCTI provides occupational competency assessments required by the PA Department of Education (PDE) to measure and evaluate a student’s competence in their technical program. Students must take both the written and performance sections. Having a NOCTI Skills Certificate can be listed in your resume, portfolio, and displayed at a job interview.

### **Permission for Student Recognition**

Permission of exemplary work such as Honor Roll, PA Skills Certificate, competition winners, and job shadowing may be identified throughout the school year in the newspaper and other media. Photographs, videos, and other media involving student photos, names, etc. may also be used for promotional activities such as newspaper articles, brochures, slide shows, posters, billboards, videos, displays, school website, etc.

**Parents/Guardians who oppose this recognition must sign and submit the Audio/Video/Photo Opt-out Form to the office.**

### **Personal Belongings**

Uniforms, personal equipment, and supplies used for personal projects are the financial responsibility of the student. Any of these items that are lost, stolen, or damaged must be replaced by the student. CACTC will not be responsible for any damage or loss. Personal belongings will not be stored in the school over the summer.

## **CONNELLSVILLE AREA MIDDLE SCHOOL SPECIFIC INFORMATION**

### **ARRIVAL TO SCHOOL**

Under normal circumstances, students enter the building directly from the buses through the auditorium lobby doors and car drop off through the gymnasium lobby doors and go to breakfast or homeroom. The school day is from 7:25 AM to 2:30 PM.

### **PROGRESSIVE DISCIPLINE**

Classroom teachers will utilize a "3 Strike" system for minor classroom disruptions. After three minor classroom disruptions, a student will be issued a Teacher-Assigned detention. This system will only apply to minor disruptions. The teacher and the building administration has the ability to elevate discipline at its discretion. Examples of strikes would be talking, inappropriate language (not directed at anyone), phone out, leaving garbage/papers on the desk/floor, etc. Students with no infractions for 30 days will reduce the total infractions by one, and will do so for every 30 days beyond.

### **MORNING DETENTION**

Morning detention addresses Level 1 misconduct (pages 13-14 of the student handbook). If a violation occurs, a detention slip will be completed by a teacher and given to the student. The following day, a daily detention list will be posted outside the cafeteria and media center. If you eat breakfast at school, you must get breakfast and report to room 302.

### **INELIGIBILITY LIST**

- A student will be placed on the Ineligible list if they have accumulated a total of four days of PSR/OSS. Students will also be placed on the ineligible list once they have accumulated a combination of seven detentions and days of PSR/OSS. A student placed on the Ineligible List is not permitted to attend, as a participant or spectator, any school functions or extracurricular activities such as dances, sporting events, concerts, assemblies, musicals, etc. Students may be placed on, and removed from the Ineligible List following a review of the student's behavior at the sole discretion of the building principal. Students will also be placed on the ineligible list once they accumulate 6 unexcused absences. This penalty applies to school trips and grade level activities, including dances and class celebrations.

### **DANCE RULES:**

- Dances are for Connellsville Area Middle School students only. No outsiders are permitted to attend. All students and their belongings are subject to be searched upon entering the event.
- During the week of the dance, tickets are sold on Tuesday, Wednesday, and Thursday, in the AM during student arrival in the gymnasium. Students will purchase a numbered ticket.
- No tickets are sold after Thursday and no tickets will be sold at the door. All students must have their ticket with them when they come to the dance.
- Students are not permitted to switch, sell, or give away dance tickets to another student.
- Only 500 tickets will be sold.
- Dances are from 7:00PM-9:00PM. Doors will be opened from 6:55-7:30PM for admittance. You will not be admitted after 7:30PM. A student may be dismissed early from a dance with a parent only. Parents must provide identification.
- Refreshments will be sold and eaten in the cafeteria only. No food or drink is permitted in the hallway or gym. Dispose of garbage properly.

- Students cannot be absent the day of the dance.
- Any evidence of smoking, drinking, or drugs will result in parents and/or police being contacted immediately. Further action will include suspension from school and a citation filed at the magistrate level.
- Police and chaperones are present for your protection and must be shown respect or appropriate action will be taken.
- Inappropriate public displays of affection will not be tolerated. Students may be asked to leave the dance and parents notified.
- School dances are **NOT FORMAL**.
- Dress Code – The dress code is the same as the school dress code described in the Attendance and Discipline Policies Handbook.

### **GRADING**

Retention and Failing: Students who fail 2 or more core classes (English Language Arts, Math, Science, or Social Studies) will be retained in their current grade. Students may have an opportunity to complete remediation in the summer. If students fail all four core courses, they will automatically be retained in their current grade.

### **GUIDANCE**

The mission of the Connellsville Area School District's School Counseling Program is to provide a comprehensive, preventive and developmental program addressing academic, career and personal/social goals of each of our students. The Middle School Counselors, Mr. Eric Dicianna and Mr. Dave Tangretti provide classroom programs focusing on academic success and career exploration. The counselors also provide individual counseling for students on various academic and social concerns.

**Students who want to see a counselor are to check in with their teacher before reporting to the counseling office.** Parents are encouraged to call the school and make an appointment with the counselor before coming to the school (to ensure they are available).

### **HALL PASS**

1. Each student will be issued one sign-out sheet. It is the student's responsibility to bring the sign-out sheet to all classes every day.
2. Should the student lose his/her sign-out sheet, he or she will be able to purchase a new one in the office for one dollar.
3. The student will not be permitted to leave his or her classes more than three times a day. This will be a cumulative number from all classes. *(10 class changes + 3 class sign-outs)*
4. Each teacher will be given a class master sign-out sheet to use in case the student does not have his or her sign-out on a particular day. This will only be permissible twice during every nine weeks for each class.

### **FOOD AND DRINK**

Under normal circumstances, students are not to bring food and/or drinks into the school unless it is for lunch time purposes or something planned ahead of time for a class activity. Food and drink are not permitted to be taken out of the cafeteria or consumed outside of the cafeteria. Students are not

permitted to order food and have it delivered to the school. The middle school will have three filling stations located throughout the building for students and staff to utilize.

### **MEDICATION**

Any student required to take medication or drugs of any type during school hours or while on school premises must report that fact to the nurse. Parents should deliver the prescription that is to be dispensed during school hours to the nurse. Medication shall include all medications prescribed by a physician and over-the-counter medicines. A complete check may be made to determine whether it is necessary for the medication to be taken during school hours. Any student required to take medication during school hours, please see the nurse for a Medication Authorization Form.

### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The National Junior Honor Society (NJHS) is an organization established to recognize outstanding Middle School students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Our members help with school activities and volunteer in the community both on their own and as a group. Students who are academically eligible (minimum 90% non-weighted average) will be given an application to pursue the induction process after the first semester of their seventh grade year. Applications must be turned in by the due date to Mrs. Kezmarsky. Applicants must meet attendance and recommendation requirements. Disciplinary infractions can result in denial of membership. Suspensions, including PSR, will automatically make a candidate ineligible.

### **STUDENT COUNCIL**

The purpose of the Student Council is to develop student activities and self-government and to promote the general and individual welfare of the student body of CAMS. The membership is composed of one representative from each homeroom and one alternate representative. Students can also petition to join the Student Council if they are not elected in their homeroom.

### **TARDY TO CLASS**

Being habitually late to class is irresponsible and unacceptable. Penalties for tardiness to class:

Tardies to Class:

3 tardies- One (1) detention issued by teacher

4 tardies- Parent contact by teacher - Two (2) detentions issued by teacher

5 tardies- Teacher referral to office/1 day PSR/Parent contact