



CHARTIERS-HOUSTON HIGH SCHOOL
2023-2024
STUDENT / PARENT
HANDBOOK

TABLE OF CONTENTS

Welcome.....	1
Policy #'s.....	2
Administration/Board of Education.....	3
Secondary Staff.....	3-4
Alma Mater.....	5
Bell Schedules for Jr. / Sr. High	6
School Calendar.....	7-8
PART I-GENERAL INFORMATION	
Activities/Clubs.....	9
Application for College Admission.....	9
Announcements	9
Athletic Responsibilities	9-11
Books Lap Tops and School Property	11
Building & Grounds	12
Class Rank.....	12
College Visitations.....	12
Contracting Classes.....	12
Dances/Prom Qualifications.....	12
Debts Owed by Students to the School.....	13
Detention.....	13
Discrimination.....	13
Dropping/Adding Classes.....	13
Emergency School Closings & Delays	13
Evacuation of Building.....	13
Field Trips	13-14
Final Grade Computation	14
Food Service Department	14-18
Grading Scale	18
Graduation Requirements & Graduation Project.....	18
Guidance Services.....	19
Hall Passes	19
Health Services.....	19-20
Honor Roll	20
Library Regulations	20
Lockers	20
Lost & Found.....	21
Money/Valuables Brought to School	21
National Honor Society	21
Office Procedures	21
Parent Planning Information by grade for grades 9-12.....	21-25
Parents Right to Request Teacher Qualifications.....	26
Records Policy.....	26
Release of Information.....	26
Report Cards.....	26
Retention.....	27
Restrooms.....	27
Severe Weather Emergency	27
Special Education/Parents Request	27-29
Social Services.....	29
Student Homeless Services	29
Student Assistance Program.....	29-30
Study Halls.....	30
Telephones	30

TABLE OF CONTENTS CON'T

Transcripts.....	30
Vending Machines.....	30-31
Visitors.....	31
Work Certificates.....	31
Public Complaints	31-32

PART II-STUDENTS CODE OF CONDUCT

I. Authority II. Philosophy on Student Discipline III. Coverage	
IV. Rights & Responsibilities V. General Discipline Sequence	
VI. Rules and Guidelines/Disciplinary Structure.....	33-37
Affection.....	37
Appearance/Dress Code.....	38
Arson.....	38
Assault and/or Battery..	38
Attendance Procedures.....	38-45
Bus/School Vehicle Behavior.....	46
Cellular Phone/Radio/IPOD.....	46
Change of Address.....	47
Cheating	47
Class Cuts.....	47
Computer Use.....	47
Damage or Theft of School Property.....	48
Disruption of School and/or Classroom.....	48
Drug/Alcohol.....	48-52
Extortion	52
False Emergency Alarms or Tampering with	
Safety Equipment or Devices	52
Forgery, Alteration or Falsification	
of School Communication	52
Identification	52
Insubordination.....	52-53
Lighted Objects	52
Off Limits.....	53
Parking/Automobiles	53
Searches.....	53-55
Selling of Merchandise.....	55
Sexual Harassment.....	55-56
Student Meals	56
Suspension	56-57
Tardiness to Class	57
Technology	57
Terroristic Threats Policy	58
Tobacco/Electronic Cigarettes "Vapes".....	58
Weapons and Dangerous Instruments.....	59

STUDENT CODE OF CONDUCT

Levels I, II, III, IV	
and Other Disciplinary Options/Responses.....	59-63
Bullying Policy.....	63-68
Disciplinary Action Chart	69

Parent Signature Page..... 70

*****NEEDS SIGNED & RETURNED**

Dear Student,

Welcome to Chartiers-Houston Junior-Senior High School. As a student at C-H, you are invited to become an active participant in a school, which boasts a rich tradition of academic, artistic, and athletic excellence. You will be expected to uphold and carry on those traditions both as a present student and as a future graduate. We trust that you will join with us in creating a learning environment which reflects the highest ideals of "Buccaneer Spirit and Pride."

We expect you to thoroughly review the contents of this handbook with your parents in order to become familiar with all aspects of student life at C-H. Your knowledge of its contents will heighten your chances of success as a student.

As the principals of Chartiers-Houston Jr.-Sr. High School, we are proud of its facilities, programs and accomplishments. We join with a competent and caring staff in supporting your efforts to achieve your personal educational goals.

Sincerely,
The Staff and Administration

This handbook is intended to be a general summary of the Chartiers-Houston School District Policies, Guidelines, rules, regulations and practices. It is not intended to be all-inclusive and is subject to change. The Policies, Guidelines, rules, regulations and practices are more fully set forth in the Chartiers-Houston School District policies adopted by the Board of Directors, which are hereby incorporated in this Handbook.

School Policies

The Series 200 policies adopted by the Charters-Houston Board of Directors deal with student/pupil issues. The complete policies are available for public review at the Charters-Houston Administrative Building, Allison Park Elementary School, Charters-Houston Jr./Sr. High School and the District Website.

<u>Policy #</u>	<u>Policy Name</u>
201	Admission of Beginners to Kindergarten & First Grade
202	Nondiscrimination Policy for students
203	Secondary Student Attendance Regulations
204	Tuition Students
205	Admission of Students Disciplined by Other School Entities
206	Admission and Enrollment of Students
207	Placement of Students
208	Foreign Exchange Students
212	Immunization and Communicable Diseases
214	Health Examinations/Screenings
216	Administration of Medication During School Hours
217	Smoking/Tobacco Use and Possession
218	Terroristic Threats
220	Commencement Participation
221	Transportation of Students
222	Corporal Punishment
223	Student Discipline
224	Dress and Grooming
225	Student Expression Development of Writing Skills
226	Flag Salute and Pledge of Allegiance
229	Care of School Property
230	Student Searches
232	Students and the Police
234	Locker and Desk Searches
235	Bring Your Own Technology (BYOT)
236	Drug and Alcohol - Students
237	Students at Risk/Suicide Crisis Intervention
238	Cellular Telephones
239	Telephone Paging Device (Beepers)
240	Use of Motor Vehicle - Student
241	Motor Vehicle Searches
247	Confidential Communications
248	Student-to-Student Sexual Harassment
249	Student/Employee Sexual Harassment
250	Reporting Pupil Progress
251	Pennsylvania Student Assessment
252	Grading of Student Progress
253	Graduation Credit for Make-Up Courses
254	Class Rank
255	Valedictorian/Salutatorian/Honor Graduate
256	Promotion and Retention
257	Laser Pointers
258	Weapons and Dangerous Instruments
259	Possession and/or Use of Anabolic Steroids
260	Student Records – Regular Education Students
261	Student Records – Exceptional Students and Students Thought to be Exceptional
262	Procedure for Section 504 and Chapter 15 Students
270	Use of the Internet/School District's Network by Students
271	Anti-Bullying
280	Accident Insurance Program
285	Student Fund-Raising
286	Social Events
287	Students Rights/Surveys
288	Recruitment of Students by the Military
289	Homeless Students
290	Student Files/Medical Records
291	Student Expression
292	Student Rights and Responsibilities
293	Student Wellness

CENTRAL ADMINISTRATION

Dr. Gary Peiffer..... Superintendent
Mrs. Nicole Bockstoe.....Coordinator of Student Services/Federal Program Coordinator
Mrs. Laura SholaBusiness Manager
Mr. Reggie Hale Supervisor of Buildings & Grounds
Mr. Randy St.Cyr..... Food Service Manager
Mrs. Julie Albright..... Sec. to the Business Manager/Accounts Payable/Transportation
Ms. Savannah Ammons..... Secretary to the Superintendent
Mrs. Louise Reese..... Attendance Aide
Mrs. Amy Roberts.....Admin. Assistant/Student Services/Payroll/Human Resources
Mrs. Kellie Setaro-Gales.....PIMS/ACCESSCoordinator – Registrar

BOARD OF EDUCATION

Laurie Popeck.....President
Shelly Brose.....Vice President
Chris Hess.....Secretary
Rich Caumo, Jr..... Treasurer

Al Hancq
Jay Johnson
Michael Kolovich
Robert Mele
Melanie Rush
Peacock Keller-*Solicitor*

CHARTIERS-HOUSTON HIGH SCHOOL SECONDARY STAFF

Philip Mary.....Principal
Kurt Kesneck..... Assistant Principal
Beth Crouch Principal Secretary
Lori KingAssistant Principal & A.D. Secretary
Tami Coole.....H.S. Office & Guidance Aide

SECONDARY STAFF CON'T

Suzanne Ashmore.....	Social Studies
Hannah Aspey.....	Long Term Sub
Stephanie Bell.....	Mathematics
Stan Block.....	Biology
Marcia Bock.....	Instructional Aide
Mary Bosiljevac.....	English
Meagan Moore.....	Outreach Counselor
Merry Cerneskie.....	French
Chira Cratsley.....	Science
Cathy Drilak.....	Personal Care Assistant
Kerry Drilak.....	Gifted Support
Richard Fersch.....	Learning Support/Social Studies
Terry Fetsko.....	Social Studies
Tara Finfrock.....	Learning Support /English
Michael Fulton.....	Art
Erin Gasper.....	English
Justin Gavazzi.....	Learning Support/English
Katlyn Gordon.....	Mathematics
Bryan Hanrahan.....	Spanish
Jeff Havelka.....	Wellness / Athletic Director
Camerin Howanec.....	Building Substitute
James Jaskowski.....	Social Studies
Patrick Jennings.....	Mathematics
Carol Kee.....	Mathematics
Caroline Kline.....	Mathematics
Michael Large.....	Science/Biology
Maureen Lucas.....	Nurse
Andy Manion.....	Physics
Rachel McBride.....	Wellness
Sean McNally.....	Guidance
Stacie Michael.....	E.S.L.
Kristen Miller.....	Instructional Aide
Lindsay Myers.....	IU # 1 School Psychologist
Melissa Novak.....	Mathematics
Jennifer Penak.....	Learning Support/Science
Adam Petras.....	Social Studies
Yolanda Potts.....	Business Education
Jennifer Shaw.....	English
Robert Smokovich.....	Instrumental Music/Band
Karol Snead.....	Social Worker
Nicole Tafe.....	Vocal Music
Scott Tomsic.....	Technology Education
Rich Tranquill.....	Social Studies
Rebecca Vlainich.....	Family and Consumer Science
Steve Whitfield.....	Science 7
Jennifer Winters.....	Instructional Aide
Tammy Young.....	Chemistry
Bethany Zyra.....	Learning Support/English

Alma Mater

(Tune – The Halls of Ivy)

Oh to thee dear Alma Mater
Your song we proudly sing
And down your sacred halls
Our voices ever shall ring.
May we all sing loud her anthem
And proclaim abroad her fame
Maroon and gold thy colors bold
Ring out proud Chartiers name.
The days that hurry by whisper a lullaby
Of happy times amid thy hallowed walls
With voices that are heard
Fond memories are stirred
Of friendships true that live in memory
And the pride and love within us
As time goes fleeting by
Grow strong and dear year after year
For Chartiers-Houston High.

*Stand when the Alma Mater is being played.

*Never applaud at the end of the Alma Mater refrain.

SENIOR HIGH

REGULAR SCHEDULE		
Warning Bell	7:32	
Period 1	7:35	8:15
Period 2	8:19	8:59
Period 3	9:03	9:43
QRT	9:47	10:16
Period <u>4</u>	10:20	11:00
Period <u>5</u>	11:04	11:44
Period <u>6</u>	11:48	12:28
Period <u>7</u>	12:32	1:12
Period 8	1:16	1:56
Period 9	2:00	2:40

2 HOUR DELAY (NO QRT)		
Warning Bell	9:32	
Period 1	9:35	10:05
Period 3	10:09	10:39
Period <u>5</u>	10:43	11:13
Period <u>6</u>	11:17	11:47
Period <u>7</u>	11:51	12:21
Period <u>4</u>	12:25	12:55
Period 8	12:59	1:29
Period 9	1:33	2:03
Period 2 (Announcements)	2:07	2:09
Period 2	2:09	2:40

1 HOUR EARLY RELEASE (NO QRT)		
Warning Bell	7:32	
Period 1	7:35	8:15
Period 2	8:19	8:57
Period 3	9:01	9:39
Period 9	9:43	10:21
Period <u>5</u>	10:25	11:00
Period <u>6</u>	11:04	11:39
Period <u>7</u>	11:43	12:18
Period <u>4</u>	12:22	12:57
Period 8 (Announcements)	1:01	1:03
Period 8	1:03	1:40

JUNIOR HIGH

REGULAR SCHEDULE		
Warning Bell	7:32	
Period 1	7:35	8:38
Period 2	8:41	9:44
QRT	9:47	10:16
Period <u>3</u> <u>LUNCH</u>	10:20	11:00
Period 4	11:04	12:07
Period 5	12:10	1:12
Period 6	1:16	1:56
Period 7	2:00	2:40

2 HOUR DELAY		
Warning Bell	9:32	
Period 1	9:35	10:15
Period 2	10:18	10:57
Period 4	11:00	11:39
Period 5	11:42	12:21
Period <u>3 LUNCH</u>	12:25	12:55
Period 6	12:59	1:29
Period 7	1:33	2:03
QRT	2:07	2:40

1 HOUR EARLY RELEASE		
Warning Bell	7:32	
Period 1	7:35	8:35
Period 2	8:38	9:38
QRT	9:41	10:11
Period 4	10:14	11:14
Period 5	11:18	12:18
Period <u>3 LUNCH</u>	12:22	12:57
Period 6 (Announcements)	1:01	1:03
Period 6	1:03	1:40

2023-2024 CHARTIERS-HOUSTON SCHOOL DISTRICT SCHOOL CALENDAR - Detailed

2023

August	21, 22	In-Service Day
	23	Clerical Day
	24	First Day for Students
September	4	Labor Day – Holiday
	21	High School Open House 6:30 - 8:30
	26	Mid Marking Notices # 1 Distributed
October	13	In-Service Day
	16	End of 1 st - 7 Weeks *(2 nd 7 wks starts 10/17)
	27	End 1 st - 9 Weeks *(2 nd 9 wks starts 10/30)
November	3	Report Cards Distributed
	10	Parent/Teacher Conference--Act 80
	22	One Hour Early Dismissal
	23, 24, 27	Thanksgiving Break
December	4	Mid-Marking Notices # 2 Distributed
	8	End 2 nd – 7 Weeks *(3 rd 7 wks starts 12/11)
	22	One Hour Early Dismissal
	25–29	Holiday Break

2024

January	01	Holiday Break
	11	End 2 nd -9 Weeks/ First Semester Ends *(3 rd 9 wks starts 1/12)
	15	Clerical Day
	18	Report Cards Distributed
February	7	End 3 rd – 7 Weeks *(4 th 7 wks starts 2/8)
	14	Mid-Marking Notices # 3 Distributed
	16	In-Service Day
March	8	In-Service Day
	19	End of 3 rd 9 Weeks *(4 th 9 wks starts 3/20)
	26	One Hour Early Dismissal & Report Cards Distributed
	27	Snow Make-Up Day # 1
	28	Snow Make-Up Day # 2
	29	Spring Break
April	1	Snow Make-up Day # 3
	5	End of 4 th - 7 Weeks *(5 th 7 wks starts 4/8)
	25	Mid-Marking Notices # 4 Distributed
May	10	Snow Make-up Day # 4 *CHHS Jr/Sr Prom
	11	Kennywood Day
	27	Memorial Day – Holiday
	29	Clerical Day
	30	Last Day for Students
	31	Graduation

**** *Snow Days which are NOT used will be days not in session for students*****

04 Independence Day

JULY 23'						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 24'

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 New Year's Day

15 M.L. King Day/
Clerical Day

T-22 S-21

21 In-service Day

22 In-service Day

23 Clerical Day

24 First Day of School

AUGUST 23'						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 24'

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 In-Service Day

19 Presidents' Day

T-21 S-20

04 Labor Day

SEPTEMBER 23'						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 24'

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

08 In-Service Day

27 Snow Day Makeup

28 Snow Day Makeup

29 Good Friday

31 Easter Sunday

T-18 S-17

10 Columbus Day

13 In-Service Day

31 Halloween

OCTOBER 23'						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 24'

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

01 Snow Day Makeup

T-21 S-21

10 Veterans Day/Parent
Teacher Conferences

23-27 Thanksgiving Break

NOVEMBER 23'						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 24'

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 Snow Day Makeup

12 Mother's Day

27 Memorial Day

29 Clerical Day

30 Last Student Day

31 Graduation

T-20 S-19

25 Christmas

25-29 Christmas Break

DECEMBER 23'						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 24'

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 Father's Day

T-16 S-16

Part I

GENERAL INFORMATION

For a more complete statement of the rules, please see the
SCHOOL DISTRICT POLICY MANUAL in the Principal's office.

ACTIVITIES/CLUBS

Activity and Club meetings will be scheduled after school from 2:40 to 2:50 to permit our students the opportunity to be involved in various organizations. Examples of these activities can be the newsletter, music areas, or newly created clubs and activities. This will allow our students the opportunity to experience an array of activities at C-H.

APPLICATION FOR COLLEGE ADMISSION

All students are to complete their applications for college admission and/or financial aid. They must sign all forms where required, attach their check or money order for the admission fee to the application and take the forms and check to the Guidance Office. The student's transcript will be attached and all papers will be mailed in one envelope. Please allow seven (7) days for the application to be processed by the High School Office.

****IT IS THE PARENT'S RESPONSIBILITY TO MAKE CONTACT WITH THE APPROPRIATE INSTITUTIONS OR SCHOLARSHIP AGENCIES FOR CONFIRMATION THAT ALL NECESSARY MATERIALS HAVE BEEN RECEIVED PRIOR TO FILING DEADLINES.**

ANNOUNCEMENTS

- A. In order to maintain the efficient operation of the public address system it is necessary to follow these regulations:
 - 1. Write all announcements on forms provided by the office and leave them in the office one day in advance or by 7:00 A.M. on the day the announcement is to be made.
 - 2. Every announcement must bear a teacher's/sponsor's signature. If one is prepared and signed by a class officer, for example, the sponsor's signature must also appear. Proposed announcements that do not have an administrator's or sponsor's signature affixed will not be made.
 - 3. Only announcements pertaining to only a few people shall be omitted and those persons contacted individually.
 - 4. Announcements pertaining to Chartiers-Houston High School activities will be read.
 - 5. Only emergency announcements will be made during the school day.

ATHLETICS (INTERSCHOLASTIC)

- A. The purpose of our athletic program is to encourage active participation in activities other than academics. It develops learning outcomes in skills, emotional patterns, communication, interpersonal group dynamics, teamwork, leadership, and general knowledge.
- B. The following sports are scheduled in the following seasons for grades 9-12.
 - 1. **FALL – Girls** Volleyball, Cross Country, Soccer
 - 2. **FALL – Boys** Cross Country, Football, Golf, Soccer
 - 3. **WINTER – Girls** Basketball
 - 4. **WINTER – Boys** Basketball, Wrestling
 - 5. **SPRING – Girls** Softball, Track and Field
 - 6. **SPRING – Boys** Baseball, Track and Field
- C. The following sports are scheduled in the following seasons for grades 7-8.
 - 1. **FALL – Girls** Softball
 - 2. **FALL – Boys** Football, Soccer

3. **WINTER – Boys** Basketball, Wrestling
4. **WINTER-Girls** Volleyball
5. **SPRING – Girls** Track and Field, Basketball
6. **SPRING – Boys** Track and Field

Chartiers-Houston High School has a broad program of athletics available to all students of the school. Students are encouraged to participate in this meaningful part of school life and in so doing; they will receive lasting benefits and tangible rewards. It should be remembered that when students become participants in athletic activities, they are representing their school and thus become role models for all others to observe. Therefore, these expectations are to be followed by all students who are involved in the athletic activities of the High School.

COACHES' AND SPONSORS' RESPONSIBILITIES

- A. It shall be the coaches' or sponsors' responsibility to inform their students of the rules and regulations that will govern their particular activity and to enforce these regulations in a fair and consistent manner.
- B. As the supervisor of the activity and the person acting in loco parentis the coaches and sponsors have the responsibility to adhere to general school guidelines and the authority to adopt general rules and guidelines, which are consistent with law and school board policy. They may in addition regulate any specific behavior not set forth in this code which they deem to be inappropriate for the particular activity, athletic practice, or event which are consistent with the law, regulation or school board policy. Coaches or supervisors have the authority to bench or remove students who refuse to comply with directives of the coaches or sponsors.
- C. Infractions of the coaches' or sponsors' rules or of the Code of Student Conduct may lead to the denial of further participation in the sport or activity for a period of time or for the duration of the season.

PIAA and WPIAL RULES

Chartiers-Houston High School is a member of the P.I.A.A. and W.P.I.A.L. and is subject to the Constitution and By-Laws of these organizations. Thus all athletics are subject to the rules and regulations set forth by these associations.

ACADEMIC REQUIREMENTS

- A. All students participating in athletics or any other school related extra-curricular activity such as the play, cheerleading and band, must be passing at least four full credit subjects or the equivalent. Eligibility will be cumulative from the beginning of a grading period and shall be reported on a weekly basis. If an athlete does not satisfy the requirements on any FRIDAY, the athlete is ineligible on a weekly basis beginning on Sunday and ending the following Sunday.
- B. If an athlete does not satisfy the requirements at the end of a grading period, the athlete is ineligible for fifteen school days beginning on the first day report cards are issued.
- C. At the end of the school year the final grade, not the grade issued during the 4th 9 weeks, will be used to determine eligibility for the next year.

AGE

A student shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years with the following exception: If the 19th birthday is attained on or after July 1 the pupil shall be eligible age-wise to compete through that school year.

ATTENDANCE REQUIREMENT

- A. All students involved in school sponsored activities which includes but not limited to athletics, or any other school related extra-curricular activity such as the play, cheerleading and band, and are subject to these regulations:

1. Absence from school on the day of a school-sponsored activity will preclude the student's participation in that event. Waiver shall be only by the Principal, for cause.
2. Students will not be permitted to participate in any activity/athletic practice or event if one of the following exist:
 - a. Student is absent from school that day.
 - b. Student is suspended.
 - c. Students have not been in attendance for a period of 3 ½ consecutive hours.
3. Waiver shall be only by the Principal, for cause.

PARENTAL CONSENT

A certificate of consent including insurance information signed by the parent/guardian must be on file before the student participates in a practice or game.

PHYSICAL EXAM

A physical exam by either the District contracted Sports Medicine facilitator Allegheny General Hospital or family physician is required before a student participates in practice or athletic contest. Physical must be after July 1 of the year in which the student will be participating.

PERIOD OF PARTICIPATION

A student shall not represent his/her school if he/she has:

- A. been in attendance more than 8 semesters beyond the eighth grade. (Exceptions made only for confining illness or injury and must be approved by the PIAA).
- B. Played four seasons beyond the grade in any one sport.
- C. Completed the work of grades 9, 10, 11, 12.

Any student wishing to participate in an interscholastic sport is responsible for reporting any information regarding age, amateur status, attendance, period of participation, or scholarship that may cause that student to be ineligible. Participation by an ineligible player can result in forfeitures by a team and the total boys and girls program being placed on probation or suspension for a period of time.

INSURANCE

All students must have insurance before they may participate on an athletic team. This information must be in the hands of his/her coach before practice or playing in an athletic event.

EQUIPMENT

Students participating in interscholastic activities are responsible for returning school equipment at the completion of the season or upon demand by a school official. If the equipment is lost or otherwise unavailable, reimbursement must be made to the district for value of the equipment as determined by the Athletic Director.

All rules/guidelines found in the Student Code of Conduct are applicable for participation in athletics.

BOOKS, LAP TOPS AND SCHOOL PROPERTY

Students are responsible for the care of all books, supplies and furniture supplied by the school. A fine may be imposed for books returned in a condition beyond normal wear. Lost books must be paid for before grade reports and diplomas will be issued. Students who damage school property or equipment will be required to pay for the damage or replace the item.

BUILDING AND GROUNDS

Students should, at all times, take the best care of our facilities. It demonstrates the character of our student body and staff. Our custodial staff is very conscientious in their attempt to make the surroundings as pleasant as possible. Proper care on your part is required.

CLASS RANK

1. Class rank shall be computed by using the final grade in all subjects for which credit could be earned. Failing grades shall be included.
2. Grade Point average shall be computed by dividing the total Quality Points earned by the total credit value of the graded courses.
3. Class rank shall be determined by prioritizing students from highest to lowest according to their cumulative Grade Point average.
4. Grade Point averages shall be computed to the nearest 100th.
5. Advanced Placement courses are awarded one additional Quality Point, College in High School courses are awarded an additional half (.50) of a Quality Point and Advanced Courses are awarded an additional quarter (.25) Quality Point.

COLLEGE VISITATIONS

An effort should be made to schedule visitations to colleges on Saturdays or vacation days so that students will not be absent from school.

--Juniors and Seniors will be granted an EXCUSED absence* or early dismissal for visitation to colleges and other post-secondary schools if a written (letter or post-card) confirmation from the school is presented before the scheduled visit. Also a phone call from the college (school) will be accepted by the Guidance Counselor if made before the scheduled visit.

--When you make your appointment, tell the school of this regulation. Confirmations brought back to Chartiers-Houston after the visit will not suffice for a legal absence.

--Phone calls or written notes from students or parents will not suffice for a legal absence.

*A MAXIMUM OF THREE (3) COLLEGE VISITS WILL BE CONSIDERED FOR EXCUSED ABSENCES.

CONTRACTING CLASSES

Any students contracting classes at Chartiers-Houston High School will be required to have parent, teacher and student signoffs detailing the expectations by all involved.

DANCES

Students are reminded that all rules/guidelines found in the Student Code of Conduct are applicable to dances. Also, once a student leaves, he/she will not be permitted to re-enter. Unless otherwise specified, all dances are restricted to Chartiers-Houston students only unless the High School Administration gives prior approval.

QUALIFICATIONS FOR PROM

1. Must be a student at Chartiers-Houston High School in Grades 10-12 of which one MUST be in 11th or 12th Grade.
2. If the student is from another School District they must also be in grades 10-12 and there must be prior approval from the home school Principal and the Principal of the Chartiers-Houston High School. Chartiers-Houston students are responsible for their guests. If there is a violation of the school rules or policies by a guest, the host student may receive discipline for such actions.
3. If the guest of a student is not in High School, the guest must not be over the age of 20 and must have prior approval from the Principal.
4. Any student wanting to go to the prom MUST be in good academic and attendance standing to do so.

****ALL SCHOOL RULES AND POLICIES SHALL APPLY****

DEBTS OWED BY STUDENTS TO THE SCHOOL

All student debts must be cleared prior to the opening day of final examinations or withdrawal. Failure to pay debts will result in transcripts, yearbooks, report cards, final examinations, and/or student scheduling to be withheld until clearance of such debts. Restrictions on end of the year activities will also be imposed for those students who have outstanding debts. **Seniors** must be particularly careful to clear all debts prior to final examinations. Failure to clear all debts prior to the taking of final examinations will result in the student being restricted in his/her end of the year activities participation, the releasing of transcripts, letters of recommendation, etc., and the delaying of final examination participation and/or receiving diploma at graduation.

DETENTION

After School Detention: held at the high school on T-W-TH from 2:45 p.m. – 3:45 p.m. If an After School Detention is missed, the student will not be permitted to participate in any school activities until their detention is served. Parents/Guardians are responsible for transportation of their child.

DISCRIMINATION

Chartiers-Houston continues its policy of nondiscrimination on the basis of race, age, sex, religion, color, national origin, handicap, sexual orientation or disability, as applicable in its educational programs, activities, or employment policies. This policy is as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of the 1973, the Americans with Disabilities Act and all other applicable state, federal and local laws and ordinances. For information regarding these policies, contact the Business Manager. Racist and sexist language will not be tolerated at any time and will be dealt with through disciplinary procedures.

DROPPING/ADDING CLASSES

Students have 10 school days to DROP a course without losing their academic standing. If a course is DROPPED after the 10-day period, the student will receive an “F” for that course. All changes in schedules must be done through the Guidance Counselor on the proper forms and signed by an Administrator and the parent or guardian of the student. Further details may be found in the Course Selection Booklet.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

School delays and closings will be announced over several radio stations and the Districts ALERTNOW System. Please do not call the school for delay and closing information. When schools have been closed due to weather conditions, all school activities are also cancelled unless announced otherwise. Also, please check online platform for FID/Remote class instructions.

EVACUATION OF BUILDING/FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

FIELD TRIPS

A field trip is an extension of the classroom. Field trips, however, are not to be regarded as a right but rather as a privilege. Conformity to the following standards is expected on all our field trips; enforcement is a responsibility and obligation of sponsors, chaperones, and the high school administration.

1. All school rules/guidelines contained within the Student Code of Conduct are equally applicable on field trips.
2. Parent and staff chaperones are to be in sufficient numbers to provide responsible supervision.
3. Any student who willfully disobeys the reasonable direction of any Principal, teacher, or parent chaperone, or violates district regulations relative to behavior, shall be subject to parent notification and returned to his or her home. A formal administrative hearing will be held upon return to school to determine a course of action commensurate with the violation, and/or such other restrictions or penalties as may properly be determined.
4. Student participants on field trips will conduct themselves in a manner intended to reflect credit on themselves, their families, and their school. Staff and parent chaperones are expected to observe this standard strictly.
5. It is the responsibility of students to meet all academic obligations that result from missed classes.
6. Participation may be revoked with teacher recommendation and administration approval.

FINAL GRADE COMPUTATION

Final grades are computed by the final percentage of the point totals of the four nine week periods combined.

FOOD SERVICE DEPARTMENT

Breakfast and lunch are offered daily in the cafeteria. All students are encouraged to eat **both** a well-balanced **breakfast** and **lunch** for good nutrition. Students are required to eat in the cafeteria dining area. Students are not permitted to order, purchase or receive commercially prepared food and/or refreshments on school property during school hours PER FEDERAL AND STATE REGULATIONS. Students may purchase lunch for the regular price of \$3.00 per day and \$1.70 for breakfast per day. Many families have difficulty paying the full price for a child's meals. The school provides free and reduced meals for qualifying students. Application forms for free and reduced meals are distributed during the first week of school and are also available at any time during the school year. The applications may be obtained in the cafeteria or at the office. Students may also pre pay for Breakfast and Lunch on a weekly, monthly or yearly basis. Any student interested in prepaying for meals can make the necessary arrangements by contacting any of the cashiers in the cafeteria serving line.

The following specific guidelines will help to make the cafeteria a more pleasant place:

1. Students will be considered tardy if not on time.
2. Students will be seated at their own discretion. (Assigned seats may be given to those who are unable to handle unassigned seating).
3. Students are required to return all trays and utensils to the dish room window when finished. (Students breaking cafeteria trays will be required to pay for the broken trays).
4. Students are expected to pick up and discard their trash from the cafeteria table when finished eating.
5. Students found stealing food or snacks from the lunch line will be dealt with as outlined in the Discipline Policy.
6. Lineup is according to the day of the week and teacher designation.
7. For health and safety reasons students are to respect cafeteria food items, equipment and tables at all times. Students caught vandalizing will be dealt with as outlined in the discipline policy.

Meal Charge Policy #605

***The meal charge limit shall not exceed \$5.00. Students are not permitted to charge ala carte items at any time. Students shall be given a grace period to the amount of \$10.00. Students will not receive or be permitted to charge a meal once they have exceeded the \$10.00 grace period/amount. At the

\$5.00 limit a building administrator will discuss the infraction with the student and a letter of notification will be sent home to the parent/guardian.

Student Meals

All schools must assist students and families with applying for free/reduced-price lunches, and staff are prohibited from throwing out a meal after it has been served to a student – even if that student has an outstanding balance – in order to end the practice of “lunch shaming.”

CHARTIERS-HOUSTON SCHOOL DISTRICT Policy No.: 650

POLICY
GUIDE

Section: STUDENTS

Title: STUDENT MEALS

Adopted: August 20, 2001

Revision Adopted: August 20, 2007;
May 21, 2018

POLICY NO. 650

STUDENT MEALS - FREE AND REDUCED LUNCHES AND PAYMENT POLICIES

- 1. PURPOSE** To ensure that our Food Service Department has a policy in place to communicate consistent guidelines and procedures to Parents/Guardians, students and staff. The Charters-Houston School District offers the National School Breakfast and Lunch programs for all of its elementary school students in accordance with the Healthy Hunger - Free Kids Act of 2010 and Act 55 of 2017, 24 P.S. Section 13-1337. The School District also operates a school lunch program for its junior and senior high school students. In accordance with Federal Law, State law, and USDA Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.
- 2. AUTHORITY** The Charters-Houston School Board authorized the implementation and administration of the student meals policy in accordance with the guidelines set forth herein, and authorizes and directs the Administration to enforce the policy.
- 3. DEFINITIONS**
 - Student Account** - Individual account assigned to each student in the Charters-Houston School District for accounting purposes for the purchase of meals and ala carte food items.
 - Meal** - Breakfast or lunch provided by the Charters-Houston School District for all students. Milk is offered to students with breakfast and lunch meals.
 - Snacks or ala Carte Item** - All food items other than meals, available for sale in the Charters-Houston School District cafeterias.
 - Bad Debt** - Unpaid meal charges totaling \$100 or more, or unpaid charges of students who have been withdrawn from the School District and whose Parents/Guardians are not complying with an agreed upon payment plan.
 - Delinquent Debts** - unpaid meal charges when payment is overdue. The debt is considered delinquent as long as efforts are being made to collect it.
- 4. FREE AND REDUCED MEALS**

- Meals are available and provided for families who meet the federal guidelines.
- All children receiving food stamp benefits are eligible for free meals. If a Parent/Guardian received a Notice of Direct Certification Letter for free meals from the School District, he/she does not need to complete a new application to participate in the free and reduced lunch program.
- Free and Reduced Applications will be mailed to elementary student families every August before school begins. One application is to be used for all students in the household.
- Newly enrolled students will receive an information packet with a free and reduced application and a copy of this policy. This policy will also be posted on the School District's cafeteria bulletin boards, in Student Handbooks and at the Food Service Department Web Page at **www.chbucs.k12.pa.us**. All students will receive a copy of this policy at the beginning of each school year.
- Applications can be dropped off in School District offices. Students may also return completed applications in a sealed envelope to their homeroom teachers. Applications also can be mailed to the Chartiers-Houston High School Food Service Dept., 2050 West Pike St. Houston Pa.15342
- Free and reduced meals can also be applied for on line at **www.compass.state.pa.us**. Parents/Guardians may apply for free and reduced meals at any time during the school year.
- Parents/Guardians of new kindergarten students can complete an application at the kindergarten orientation and hand-deliver it to the Food Service Director or Elementary Office to ensure that the application is approved before school begins.
- The School District cannot approve an application that is not complete, and is not responsible for applications that do not reach the School District for approval. All applications are reviewed in the order that we receive them. If a Parent/Guardian does not hear from the School District in writing or by phone within 15 days after submitting the application, he/she is urged to please contact the Food Service Director.
- Parents/Guardians will be notified by mail with a letter relating to their child/children's eligibility. Parents/Guardians should contact the Food Service Director 724-745-3350 Ext. 204 if their child/children's name/s are not on the School District's approval letter, or if there are any other concerns.
- Children who were approved for participation in the Program in the previous year, will begin each year with the previous year's approved application. However, a new application must be completed and on file each year, to allow the children to continue to receive free or reduced meals. Parents/Guardians are advised that after the first 30 serving days a child will be charged for meals if the School District does not have a new approved application on file.
- Monthly menus will be sent home with the elementary students and posted on the Food Service Department's web page, on bulletin boards and in classrooms. The ala carte / meal price list can also be viewed on the web page, and will be posted in the cafeterias.
- The School District shall make appropriate food service meal accommodations to students with a disability or a special dietary need such as a severe allergy. Parents/Guardians must contact the Food Service Director for this service.

5. COMPUTERIZED POINT OF SALE DEBIT SYSTEM

- Individual accounts will be assigned to each student for accounting purposes for the purchase of meals and ala carte food items.

- All students will be assigned a personal identification number (PIN) and a personal picture for identification. Students access their accounts by providing their PIN number to the cafeteria cash register attendant.
- Students may apply cash or check to their cafeteria accounts during breakfast or lunch for all food purchases. A \$20.00 fee will be charged to a student's account for non-sufficient fund checks.
- Parents/Guardians are encouraged to set up student cafeteria accounts at **myschoolbucks.com**. This site provides convenience and control of a student's spending. At this site Parents/Guardians can deposit funds for a small charge and view students' balance and purchases. This site is user friendly, secure and provides tech support at 1-855-832-5226. Parents/Guardians will need their student's pin number to set up an account.
- Upon request of a Parent/Guardian, an individual participation report will be generated by the Food Service Director and mailed or sent home with the student. This report reflects all activity on the student's account.
- Student account balances, both positive and negative, are maintained on record at the end of the school year and carried over as the beginning balance for the next year.
- Account balances will only be refunded upon parental request when a student leaves the School District permanently. Positive balances may be transferred to another student's account upon written Parental/Guardian request to the Food Service Director.

6. CHARGING OF MEALS AND ALA CARTE FOOD ITEMS

- Any student who requests a school meal will be provided one regardless of whether the student has money to pay.
- A student who cannot pay for a school meal or who owes money will not be publicly identified or stigmatized.
- A student who cannot pay for a school meal will not be required to perform chores or other work to pay for school meals.
- Communications regarding money owed by a student for school meals will be made to the parent/guardian and not the student/
- A student will not be required to discard a school meal after it was served, due to the student's inability to pay for the meal, or because of the amount of money owed by the student for prior school meals.
- The School District will only withhold meals from a student if the Food Service Director receives a prior written direction from a Parent or Guardian specifically authorizing the School District to do so. Contact the Food Service Director to provide this directive. The School District will not accept phone calls for this procedure; it must be written documentation and filed on record. If a Parent or Guardian chooses this option, food can be removed from the student by the cashier at the register.
- Students are not permitted to charge ala carte snack items or second meals. Students must have funds for ala carte purchases; otherwise, ala carte items will be removed from the student tray by the cashier, in a respectful manner.

7. RECOVERY OF THE PRICE OF OVERCHARGED MEALS

- When a student owes \$ 5.00 or more, a report of student account balance letter will be mailed to the Parent/Guardian at the address on file. The School District will mail delinquent letters approximately every two weeks.

- When a student owes over \$100.00 the Parent/Guardian will receive a letter from the School District explaining its collection procedures. Principals will also make attempts to reach Parents/Guardians by phone throughout the year.
- All student accounts are required to be paid in full by the end of June each school year.
- If a Parent or Guardian is having problems paying for meal charges, the School District will make every effort to work with the family to establish a payment plan. Please contact the Food Service Director for a payment plan.
- All delinquent charges will continue to accrue to the student school meal account during the school year if the debt has not been paid.
- Any senior student who has a negative balance, will not receive a diploma at graduation; the diploma will be held until the delinquent balance is paid in full.
- Failure to pay for meals owing \$100.00 or more will be considered bad debts as of June of each year. They will result in civil action by the School District for collection of outstanding balance plus court costs in July of each year. This includes families who have moved out of our School District.
- If the School District receives funds donated in general to the Food Service Program, or specifically to defray the cost of meals to students, these funds will be applied to individual delinquent student accounts, beginning with the longest outstanding delinquencies. Donations can be made by contacting the Business Manager. Any family that has moved out of the School District and has not requested a refund of their child's account by the end of the current school year, will be considered as having donated the balance, which will be applied to a delinquent student account as set forth herein.

GRADING SCALE

The following scale has been established for the Chartiers-Houston School District:

A=90-100% B=80-89% C=70-79% D=60-69% F=59% & below I=Incomplete

GRADUATION REQUIREMENTS

Students currently enrolled in C-H School District are required to earn at least 25 credits as follows:

English- 4 Social Studies- 4 Mathematics- 4 Science- 3 Wellness- 2
Graduation Project – 1 (Future Ready w/Guidance Counselor)

- 9th Grade-10 hours' community service
- 10th Grade-10 hours' community service and shadowing experience
- 11th Grade-3 meetings with colleges/schools, Career Fair, Military, etc.

*Electives may be used to complete the minimum requirements.

**Students in the class of 2023 can now meet the statewide graduation requirements through a two-test Keystone Exam composite pathway if they were impacted by the federal assessment waiver in 2020.

GRADUATION PRACTICES ARE REQUIRED/MANDATORY FOR PARTICPATION IN WALKING IN THE GRADUATION CEREMONY

Through Act 158 of 2018 students graduating from a Pennsylvania public high school in 2023 or later will have the flexibility to meet statewide high school graduation requirements through one of five pathways that fully illustrate their college, career, and community readiness.

Please contact Mr. McNally if you have any questions about your student's status

GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, study hints, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Obtain an appointment slip from the guidance counselor. Please use the guidance waiting room and not the office when seeing a guidance counselor.

HALL PASSES

Students are not permitted in the halls during class unless they are accompanied by a teacher or have a hall pass or signed passbook from an authorized staff member. Students who are frequently tardy to class or who otherwise misuse hall pass privileges may have these privileges revoked.

HEALTH SERVICES

The Health Room is located across from the Music Corridor. The nurse may be found in her office during morning hours. If a student desires to see the nurse, he/she must obtain a hall pass from a teacher in charge. In cases of accident or illness when the nurse is not in, the student would report to the office. The following examinations and testing are mandated by the State of Pennsylvania. Medical examinations are required of eleventh graders. Dental examinations are required of seventh graders. These may be completed by the school or family physician and dentist. Family physician and dental forms must be obtained from the nurse and returned for placement in student records. Graduation is dependent upon meeting these mandates.

The nurse will conduct a vision test for all students and a hearing test for students in the seventh and eleventh grades. Suspected abnormalities in all examinations and tests will be reported to the parent/guardian.

The school attempts to provide a safe environment for each child. First aid for accidents will be administered by the nurse. In the event of a serious injury, the parent will be notified. Transportation in cases of illness or accident is a family responsibility. The school will not assume responsibility for treatment of accidents that occur outside of school.

The medication policy defines guidelines for the district's responsibility to administer medication or medical care. The use of medication, to the extent medically possible, should take place outside of the school day.

To ensure proper medication administration and adhere to Pennsylvania State Law, any student needing medication must follow these procedures.

1. Obtain and process medication use forms which include a request form from the prescribing physician and a request form from the parent/guardian.
2. All medications must be registered and stored, in a locked area, in the building health office.
3. The medication must be in a proper pharmaceutical container bearing the date, the student's name, the physician's name, and the instructions for administration, dosage, frequency the pharmacist's name and the pharmacy label.

This policy has been developed to ensure a drug-free school environment and to help students understand the importance of practicing proper use of medication. For further guidance; please refer to the School District's Policy Manual concerning Administration of Medication.

Unless a student's life is obviously in danger and/or immediate emergency aid is necessary, the parents of the student will be consulted before any definite treatment or disposition is arranged. Those students who become ill should report to the nurse's office immediately and not remain in the restroom. If the nurse is not in the nurse's office, ill students are to report to the office.

If an emergency arises, the child will be taken to the hospital by ambulance and efforts to contact the family will be continued. Expenses for such an emergency will be the responsibility of the parents.

If an emergency arises, the child will be retained in school under supervision until transportation arrangements can be made. The responsibility of transportation rests with the parents. The principal, secretary, or school nurse will notify the parent that the child is ill or injured.

1. All persons picking up children during the school day must report to the office.
2. If a person is not a parent, prior approval from parent or guardian must be granted to school personnel.
3. In cases where natural parents are separated or divorced, the school must follow the separation or divorce agreement or court order in regard to releasing students and school records. Parents will be asked to provide a copy of said agreement or court order to the building Principal for school files.
4. Students must have a hall pass to report to the nurse.

HONOR ROLL

At the end of each report period an honor roll is published. To be recognized for honor roll status a student must have achieved one of the following levels:

●Highest Honor – 4.0 GPA ●High Honor – 3.7 GPA ●Honor – 3.0 GPA

*A grade of either D or F in any subject will disqualify a student from Honor Roll. An “I” (incomplete) will disqualify a student from Honor Roll consideration unless it is removed within ten days.

LIBRARY REGULATIONS

Every student enrolled at Charters-Houston Jr.-Sr. High School is a member of the school library and must adhere to the following.

1. Since the library is a place where students study and read, QUIET must be maintained at all times.
2. No students will be admitted to the library without a written permission from the study hall teacher.
3. All materials must be checked out at the charging desk.
4. Reference books are not to be taken from the library at any time.
5. All books are checked out for a period of two weeks. Books lost or damaged must be paid for by the offending student.
6. A renewal of two weeks on books may be obtained by bringing the book to the library desk and asking for renewal.
7. Other materials, videos, records, etc., have varying lengths of time may be borrowed. Students are fined 50 cents a day if these materials are kept beyond the due date. Students will be charged for lost or damaged materials.
8. Overnight reserve books must be returned before the FIRST period in the morning. A fine of 5 cents per period is charged, or 50 cents if kept overnight on all OVERNIGHT RESERVED books.
9. At the end of the period, library materials are returned to their proper places, tables are cleared and chairs placed under the tables.
10. Upon arrival, all students must immediately sign in with the librarian.

LOCKERS

Students are assigned a locker in the hall. It is the student’s responsibility to keep the locker in good order. Students are not to use any locker other than the one assigned. It is recommended that students not give out locker combinations. Under no circumstances should money ever be left in a student locker. Any items missing from lockers are the sole responsibility of the student.

Students are required to clean out lockers on a regular basis. The writing upon and/or pasting of materials in lockers which result in any permanent markings or residue will be classified as vandalism and disciplinary action will be administered accordingly.

Students are permitted to purchase their own lock. If they do, they **MUST** return the school lock provided immediately with a copy of the key (if a key lock is purchased) OR the combination (if a combination lock is purchased)

LOST AND FOUND

Any student who loses something or any student who finds an item belonging to someone else should report it immediately to the office.

MONEY/VALUABLES BROUGHT TO SCHOOL

The school does not wish to see students experience problems involving theft of money or valuables; thus, the easiest way to avoid problems is not to bring large amounts of money or valuables to school unless necessary. When valuable personal items are brought to school for school related purposes, the student is urged to bring the valuable to the attention of the homeroom teacher or office. Attempts will be made to provide secure storage for the item until the student returns the item to home. Students should avoid bringing valuables to school for unnecessary purposes. Students, not the school, are responsible for their personal property. Do not leave money or valuables in your locker.

NATIONAL HONOR SOCIETY SELECTION GUIDELINES

The four characteristics attributed to those students selected to represent our school as members of the National Honor Society are: Scholarship (3.75 Grade Point Average or above), Leadership, Service, and Character. These four characteristics are worth 10 points each on the following rating scale. Each application is assigned a number and names are removed. A student is elected to the National Honor Society with a minimum score of 80% (32/40 points) based on the average score of the 5-member staff assessment board representing each department.

OFFICE PROCEDURES

When students have occasion to visit the office, please remember that it is a business office conducted in a businesslike manner. All students are to conduct their business in the office at the counter. Students are not to come behind the counter unless permitted to do so by office personnel. Students are not permitted to use the phones in the office unless permission is granted to do so by office personnel.

~ PARENT PLANNING AND INFORMATION ~

FRESHMEN

SCHEDULES Please be sure that he/she has all the major classes scheduled. Schedule change requests may be submitted using the online form. Changes are limited to necessity, not convenience.

ATTENDANCE is essential to academic performance and required by State law! Please know when your student has 3 unexcused absences, he/she will be referred to Blueprints, the district truancy elimination plan program, and may be cited through the magistrate.

ACADEMIC PROGRESS should be monitored. Please help your child set realistic goals each grading period. Check the school calendar for scheduled dates for progress reports and report cards. Attend Open House to meet with your child's teachers and schedule a conference, especially if your child is having difficulty in a certain class.

SKYWARD should be checked daily for progress and attendance. Email the teachers if you have concerns about your child. Please make sure your email address is up-to-date so you can receive email blasts. If you have a change in address, notify Guidance of the change.

EXTRACURRICULAR ACTIVITIES should be encouraged in both in and out of school. Be sure that the activities are not impacting student grades. Colleges like to see that students have good time management skills and can maintain grades while involved in other activities. This would be a good time

to begin some volunteering in your community as well. Volunteer opportunities are posted in the school counseling office and announced on school announcements.

WESTERN AREA CAREER AND TECHNOLOGY CENTER is available to interested students beginning in the sophomore year. Freshman students will be able to attend tour of Western Area CTC, usually in February or March. If you have any questions about the WACTC program, please contact Mr. Sean McNally, CHHS Guidance Counselor, (724)745-3350 ext. 206.

NCAA — If you are planning to play sports in college, check with your school counselor to see if your courses are NCAA approved. You can register with the NCAA at the end of 10th grade. If you have any questions, please contact Mr. Sean McNally, CHHS Guidance Counselor, (724)745-3350 ext. 206.

Through Act 158 of 2018 students graduating from a Pennsylvania public high school in 2023 or later will have the flexibility to meet statewide high school graduation requirements through one of five pathways that fully illustrate their college, career, and community readiness.

Please contact Mr. McNally if you have any questions about your student's status

SOPHOMORE

~FALL SEMESTER~

MONITOR ACADEMIC PROGRESS - Continue to monitor your child's progress. The parental component of the Skyward System provides access to your child's progress. Be sure to keep in touch with your child's teachers via phone or email.

PSAT - All sophomores are required to take the PSAT in October. Visit www.collegeboard.org for more information on this and other testing and post-secondary resources. For accommodations, see Mr. McNally.

GET INVOLVED - The people who read college applications are not looking just for strong grades. Your child should become involved in activities outside the classroom. He/she can work toward leadership positions in the activities he/she likes best. Encourage your child to become involved in community service for volunteer hours.

READ, READ, READ! - Encourage your child to read as many books as he/she can. Read the newspapers every day to learn about current affairs. Be sure to work on writing skills—everyone needs them.

ACCOMMODATIONS - If you receive accommodations from CH, you may be eligible to request them for national testing. Be sure to speak about this with your counselor.

Through Act 158 of 2018 students graduating from a Pennsylvania public high school in 2023 or later will have the flexibility to meet statewide high school graduation requirements through one of five pathways that fully illustrate their college, career, and community readiness.

Please contact Mr. McNally if you have any questions about your student's status

SOPHOMORES

~SPRING SEMESTER~

NCAA - Check with your counselor to be sure that you are taking a core curriculum that meets the NCAA requirements (Division I & II). Register with the NCAA Clearinghouse at the end of 10th grade. For more information visit www.eligibilitycenter.org or contact Mr. Sean McNally, (724)745-3350 ext. 206.

EXPLORE COLLEGE AND CAREER OPTIONS - Start to gather information, go to college fairs, and begin to make informal visits to colleges or technical schools. Discuss your son or daughter's aptitudes, interests, and abilities with him/her, and begin to view these in terms of possible college majors and/or career options. Visit www.collegeboard.org

SCHEDULING - Review your child's four-year high school plan. Read the course selection booklet with your child and be sure he/she has selected the correct classes. Note the prerequisite for all classes.

MILITARY ACADEMIES - If your child is interested in attending a military academy such as West Point or the United States Naval Academy now is the time to start planning and getting information.

PLAN SUMMER ACTIVITIES - Help your son or daughter choose meaningful activities for the summer months. If possible, look for activities that relate to a career or career field he/she is considering.

JUNIORS

~ FALL SEMESTER ~

CREDITS - Verify with your counselor that you have scheduled for required courses/credits necessary to graduate.

Also be sure you have the required courses necessary for the colleges you are considering.

TESTING - Take the PSAT in October to be eligible for National Merit Scholarship competition and to give an indication of projected SAT scores. Check also for SAT and/or Act testing. Check with your schools you are considering to verify which test scores are required—SAT and/or ACT. Juniors usually take the SAT's in **spring** of their junior year, and ACT's in April or June. Visit www.collegeboard.com. Fee waivers may be available for those who qualify.

See your school counselor.

NCAA - File NCAA Clearinghouse forms if participating in Division I or II Athletics. For more information visit www.eligibilitycenter.org or contact Mr. Sean McNally, Guidance Counselor, (724)745-3350 ext. 206.

POST-SECONDARY SCHOOL VISITATIONS - Be sure to attend open houses and weekend overnights for prospective freshmen.

COLLEGE/TECHNICAL/MILITARY REPRESENTATIVES - Check with School Counseling Department to see when they will be visiting CHHS.

RESEARCHING POSTSECONDARY SCHOOLS - Explore colleges and trade/technical schools.

POST-SECONDARY SCHOOL VISITATIONS - Begin visiting some colleges you are considering. Make an appointment with an Admissions Counselor and the Financial Aid Office. Take an unofficial transcript (from Guidance).

Tour the campus and classrooms, preferably when school is in session.

JUNIORS

~ SPRING/SUMMER ~

NCAA - Check with your counselor to be sure that you are taking a core curriculum that meets the NCAA requirements (Division I & II). Register with NCAA Clearinghouse at the end of 11th grade. For more information visit www.eligibilitycenter.org or contact Mr. Sean McNally, CHHS Guidance Counselor, (724)745-3350 ext. 206.

COLLEGE TESTING - Register for the ACT or SAT during your spring semester. Fee waivers may be available for those who qualify. If you receive accommodations from CH, you may be eligible to request them for national testing. Be sure to speak about this with your counselor.

COLLEGE VISITS - Visit colleges, gain work and volunteer experience, consider summer enhancement and remedial classes, refine a list of post-secondary schools and career options.

GRADUATION PROJECT - Check with guidance office for project expectations.

Through Act 158 of 2018 students graduating from a Pennsylvania public high school in 2023 or later will have the flexibility to meet statewide high school graduation requirements through one of five pathways that fully illustrate their college, career, and community readiness.

Please contact Mr. McNally if you have any questions about your student's status

SENIORS

~SEPTEMBER~

APPLICATIONS - Meet with guidance counselor to discuss application process.

POST-SECONDARY SCHOOL VISITATIONS - Be sure to attend open houses and weekend overnights for prospective freshmen.

POST-SECONDARY REPRESENTATIVE MEETINGS - Be sure to register in the Guidance Office group to meet with school reps who visit CHHS.

COLLEGE TESTING - If necessary, register for the SAT and/or ACT. Fee waivers may be available for those who qualify. If you receive accommodations from CH, you may be eligible to request them for national testing. Be sure to speak about this with your counselor.

NCAA - File NCAA Clearinghouse forms if participating in Division I or II athletics. For more information visit www.eligibilitycenter.org or contact Mr. Sean McNally, Guidance Counselor, (724)745-3350 ext. 206.

SCHOLARSHIPS - Check with guidance office to see where postings occur.

MALE STUDENTS - Must register for Selective Service on your eighteenth birthday to be eligible for federal and state financial aid.

Through Act 158 of 2018 students graduating from a Pennsylvania public high school in 2023 or later will have the flexibility to meet statewide high school graduation requirements through one of five pathways that fully illustrate their college, career, and community readiness.

Please contact Mr. McNally if you have any questions about your student's status

~OCTOBER~

APPLICATIONS - Begin submitting transcript requests forms to your counselor and allow up to two weeks for processing your application. Be sure to give your teacher two weeks for his/her letter of recommendation. (Give teacher a profile sheet and a stamped, college addressed envelope, so it can be sent by teacher.)

COLLEGE TESTING - SAT AND ACT TESTS are administered at CHHS. If necessary, register to take the SAT and/or ACT. Fee waivers may be available for those who qualify. See your school counselor.

EARLY DECISION CANDIDATES - Be certain that everything is submitted before the deadline.

SERVICE ACADEMY REQUESTS FOR NOMINATIONS - Must be submitted to your Congressman/Senator. Check them with their offices for deadlines.

FINANCIAL AID - File FAFSA form as soon after October 1st as possible. Check with the colleges for their deadlines. Many post-secondary schools have their own financial aid form that needs to be completed in addition to the FAFSA form. The FAFSA is found at www.fafsa.ed.gov to file electronically.

~ NOVEMBER ~

COLLEGE APPLICATIONS - Many colleges request that applications be sent before Thanksgiving Day. Late applicants may be put on waiting lists for admissions. DO NOT WAIT TO TAKE ADDITIONAL SATS OR ACTS BEFORE SUBMITTING YOUR APPLICATIONS.

~ DECEMBER ~

COLLEGE BOARD/ACT TESTING - SAT and ACT are given. Fee waivers may be available for those who qualify.

APPLICATIONS - Be sure that you have met your deadlines. Complete all January deadline applications by mid-December. If you submitted your application in October or November (on rolling admission), you should be receiving notification.

~ JANUARY ~

GRADUATION REQUIREMENTS - Graduation requirements should be verified. Order cap and gown and graduation announcements.

~ FEBRUARY, MARCH, APRIL ~

NOTIFICATIONS - Watch your mail between March 1st and April 1st for acceptance or rejection notifications from colleges. Also watch the mail for financial aid awards between April 1st and May 1st.

FINAL CHOICES - Make your final choice, and notify all schools of your intent. Send your non-refundable deposit to your chosen school.

FINANCIAL AID - Be sure to check on the status of your FAFSA, both at FAFSA.gov and on the college account.

~ MAY ~

AP AND/OR FINAL EXAMS - Prepare well for all final exams. Continue to focus on your schoolwork.

SEND COLLEGE FORMS AND FEES - Housing, candidate reply, etc.

COMPLETE SENIOR FOLLOW-UP SURVEY - Notify your counselor of your school choice. Indicate receipt of Scholarships or Special Awards.

FINAL TRANSCRIPTS - Must be mailed to the school that you plan to attend. Notify the guidance office of your post-secondary choice as soon as it is confirmed.

PARENTS RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a Chartiers-Houston School District student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

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

If you would like to receive any of this information, please call Ms. Savannah Ammons at (724) 746-1400 ext. 102.

RECORDS POLICY

Chartiers-Houston School District maintains a cumulative student record for each child. Such information assists staff in the day-to-day operation of the school district's educational program, some of which is required by law.

The student's record includes identification and attendance records, information on schoolwork completed, and the results of achievement and standardized group tests. Records of standardized tests taken voluntarily by secondary students, usual for college entrance purposes, are also parts of the students' record.

If a child transfers to another school system, Chartiers-Houston will forward the record, if a written request is sent from the new school. A high school student's transcript may be released to post-secondary or prospective employers only if the school district has written permission from the students' parents or eligible student.

The school district's policy on student records guarantees that parents and eligible students shall have the right to review, inspect, and obtain a copy of the record; challenge its contents; refuse individual consent where permission is needed for releasing certain information; and file complaints with the Family Educational Rights and Privacy Act office (FERPA), US Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20201. This policy is in compliance with the Pennsylvania State Board of Education's regulations and with the Family Educational Rights and Privacy act of 1974.

Parents or students may request a copy of the school district's records policy by contacting Mr. John George, Superintendent.

RELEASE OF INFORMATION

According to the Family Education Rights and Privacy Act of 1974, non-confidential information about a student may be included in publications such as sports programs newspapers, radio and television news reports, newsletters, award and graduation programs, yearbooks, musical and play programs, and school publications. This information may include the student's name, address, study interests, participation in officially-recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees, awards received and similar information. Parents who wish to have their children exempted from such information may do so by letter to the principal.

REPORT CARDS

Report cards are issued four times during the school year at 9-week intervals. The report cards will be mailed to the student's home on each occasion. Each student will be given Mid-Marking Notices if they have a D or an F in a class during any 9-Week period.

The grades are given in letters –

A-4 quality points
F-0 quality point

B-3 quality points

C-2 quality points

D-1 quality point

RETENTION

Students in grades 7 or 8 will be retained if:

1. Two or more of the following subjects are failed for the year (English, Math, Science, Social Studies).
2. 30 or more days of absence are recorded for the year.

Students in grades 9 through 12 could be retained if 30 or more days of absence are recorded for the year. Grade level determination for students in grade 10, 11, 12 shall be as follows:

- ❖ GRADE 10 – the student shall have earned at least 5 credits in grade 9.
- ❖ GRADE 11 – the student shall have earned at least 11 credits in grades 9 & 10.
- ❖ GRADE 12 – the student shall have earned a minimum of 18 credits and is enrolled in a program that, if successful, will make him/her eligible for graduation by June of the current year.

RESTROOMS

Loitering is not permitted in the restrooms. There shall not be more than one student in any given restroom stall. Student restroom privileges may be altered or otherwise adjusted if the administration has reasonable suspicions or evidence that the student(s) may be involved, or have the potential to be involved in unacceptable behavior (i.e. smoking, class cutting, fighting).

SEVERE WEATHER EMERGENCY

Our high school, as all in Pennsylvania, has been asked to develop a plan for response to severe weather emergencies. Students are asked to carefully read the following information. Your response to the directions will aid in your safety during the emergency.

1. The public address system will be used to inform all persons of the need to proceed to the established shelter area.
2. Refer to your teacher at the time of the emergency to identify where your shelter area may be found.
3. If you are on an errand, in the restroom, or for any other reason not in a classroom during an emergency, you should attempt to be in an interior hallway or other interior area without windows. All persons must locate on the first floor. Avoid windows, as well as any structures with wide, free-span overheads.
4. Upon arrival in the safety shelter area, all persons are asked to remain quiet and calm. Await further instructions.

SPECIAL EDUCATION

The Chartiers-Houston School District provides programs to meet the needs of eligible Special Education students. The district-operated Special Education classes are:

- Learning Support – For students with a severe discrepancy between achievement and intellectual ability. (Elementary & Secondary) or for students with impaired mental development which adversely affects their educational performance (Elementary & Secondary)
- Gifted Support – For students with outstanding intellectual and creative ability, the development of which requires special services and programs not ordinarily provided in the regular educational program. (Elementary & Secondary)

Classes offered to district students through Intermediate Unit#1 provided programs:

1. Visual Impairment
2. Hearing Impairment
3. Speech and Language Impairment

External classes offered to district students provide the following programs:

Neurological Impairment – For students with brain injuries resulting in behavior or learning disorders, or both.

Serious Emotional Disturbance – For students with emotional problems that adversely affect their educational performance over a long period of time.

Child study screening meetings are held once a month in the Elementary school and in the Junior/Senior High School. The purpose for the meetings is to determine pupil eligibility for and appropriateness of Special Education Programs.

Parents may request screening and evaluation of their children for Special Education by contacting the school. The school will provide parents with the proper screening request form. All Special Education related information is kept in a student confidential file.

SPECIAL EDUCATION SERVICES FOR SCHOOL AGE EXCEPTIONAL STUDENTS

Chartiers-Houston School District provides a free, appropriate public education to exceptional students. To qualify as an exceptional student, the child must be of school age, in need of specially designed instruction and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as defined by Pennsylvania State standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning and speech/language impairment.

The school district utilized identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related service, individualized to meet student needs. At no costs to the parents, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student's progress.

To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability and achievement test scores); hearing, vision, physical and speech/language screening; and review by a building level Instructional Support Team. When screening results suggest that student might be exceptional, the school district seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child is exceptional may request a multidisciplinary evaluation at any time through a written request to the school principal or the Administrative Assistant to the Superintendent.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Plan (IEP), biannual multidisciplinary reevaluation, supportive intervention in the regular class, supplemental intervention in the regular class or in a special education resource program, placement in a part-time or full-time special education class in a regular school, or placement in a full-time special education class at a location other than the regular school.

The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The school district also provides related services, such as, transportation, physical therapy and occupational therapy, required for the student to benefit from the special education program.

Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's school principal or the Administrative Assistant to the Superintendent.

SERVICES FOR PROTECTED HANDICAPPED STUDENTS (Chapter 15)

In compliance with state and federal law, Chartiers-Houston School District will provide to protected handicapped student services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These related aids are provided without

discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

Services and protection for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs.

For further information about the evaluation procedures and provision of services to protected handicapped students, contact the Administrative Assistant to the Superintendent.

Chartiers-Houston School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accord with state and federal law and the school district's student records policy.

SOCIAL SERVICES

C-H High School contracts services with the following community agencies:

- Washington Communities Mental Health
- Catholic Charities – Drug/Alcohol
- Outreach Teen and Family Services
- Teen Outreach

In addition, the following agencies will provide free services in the school setting;

- Children and Youth Services
- Teen Outreach
- Washington County Juvenile Probation
- The CARE Center
- Mental Health Alternatives

Services provided will include: crisis intervention, short-term counseling, group counseling referrals and prevention education programs.

STUDENT HOMELESS SERVICES

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

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

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

If you believe your child(ren) may qualify for this service, please contact building administrator.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

STUDENT ASSISTANCE PROGRAM

The Chartiers-Houston School District is committed to the education of its students. The district recognizes the need for a healthful school environment in which learning and achievement are

enhanced. For various reasons, some students have difficulty coping with a number of problems, thus making it difficult for them to reach their full potential.

The **S**tudent **A**ssistance **P**rogram assists students in dealing with a wide range of behaviors which impede their academic, social, emotional and physical performance. When one student in the classroom is troubled, others are also affected. The GOALS of the Student Assistance Program are:

1. Provide assistance to students troubled by physical, social, emotional, or chemical problems.
2. Enlist the support and involvement of all district staff.
3. BULLYING-Please refer to referral procedures below and/or policy # 271.
4. Utilize the services of existing community resources and agencies.
5. Focus on educational concerns rather than attempt to resolve major social problems.

Students may receive help through our referral process. Referrals are welcome from parents, students, faculty, support staff, etc.

Referral Procedures:

1. Students are encouraged to make a referral through a faculty member.
2. Parents, teachers, support staff may make referrals by the following:
 - a. obtain a referral form in the high school office.
 - b. contact a SAP team member.
 - c. call the high school principal.

SAP Team members: Mr. Philip Mary, Mr. Kurt Kesneck, Mr. Jeff Havelka, Mrs. Maureen Lucas, Mr. Sean McNally, Mrs. Jennifer Penak, Mrs. Karol Snead, Ms. Meagan Moore and Mr. Rich Tranquill.

STUDY HALLS

In order to maintain the proper atmosphere in a study hall, certain rules must be followed:

1. Each student in the study hall must bring materials to pursue academic areas.
2. Study hall teachers may issue passes to the administrative offices, counselors' office, nurse and library.
3. Students desiring to see a teacher must present a previously obtained pass to the study hall teacher at the beginning of the period.
4. Sleeping is not permitted.
5. Students may study together pending teacher approval.
6. Playing cards and other games are not permitted in study hall.

TELEPHONES

Phones are to be used for emergency reasons only. If it becomes necessary to use the phone, students are to secure a pass from the classroom teacher and report to the office.

TRANSCRIPTS

All colleges require an OFFICIAL high school transcript. To have a transcript sent to your college(s), get a release form from the Guidance Office and have it signed by your parents. Transcripts will be mailed directly to the college(s). Official transcripts will not be given to students or parents.

If a post-secondary institution requests a transcript of 1st quarter, mid-year (or 7th semester), or end-of-year grades, be sure to inform the Guidance Counselor.

VENDING MACHINES

- A. Under no circumstances is eating or drinking permitted in the building during the regular school day (7:00-2:40). The cafeteria is the only exception to this rule.
- B. During the regular school day, beverages and food may only be purchased from the vending machines in the cafeteria during lunch periods. The beverages and food must be consumed during the lunch period.

- C. All of the machines will be available to students following afternoon dismissal.
- D. The machines are not to be used during study hall.

VISITORS

At the beginning of 1st period, all of the outside doors will be locked. Anyone entering the building after 7:35 a.m. **must** use the front door (#2). School personnel will grant permission for visitors to enter the building. Upon entering the building, all visitors will be required to report to the main office where they must sign in to receive a visitor's pass. No students may bring visitors to school. Younger brothers and sisters or other small children are not to be brought to school.

WORK CERTIFICATES

Any person under the age of 18 must obtain a work certificate before working at a job.

Application for this certificate may be made at the high school office and the applicant must apply in person with legal proof of age such as a Baptismal or Birth Certificate, then returned to the high school office. At the completion of the application, a work certificate is issued. This form **MUST** be signed by a parent or guardian.

The state law requires that every child attend school until he is 17 years of age unless an application for a work certificate or domestic permit is made by the parents. The minimum age for obtaining a work certificate is 16 if the applicant desires to quit school; however, permits for part-time jobs and summer employment can be secured at age 14. Emergency permits can be secured at age 15 provided the child has a special permit by a physician and the parent's consent.

PUBLIC COMPLAINTS (Policy No. 904)

Any resident of community group shall have the right to present a request, suggestion, or complaint concerning District personnel, program or the operations of the District. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies.

Any misunderstandings between the public and the School District shall be resolved by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures will be employed.

Any requests, suggestions or complaints by a member of the public, directed to Board members or the School Board shall be referred to the Superintendent for consideration and action. In the event that further action is warranted, based on the initial investigation, such action shall be in accordance with the following procedures.

A. Matters Regarding a Teaching Staff Member

First Level - A matter specifically directed toward a teaching staff member shall be addressed, initially, to the concerned staff member who shall discuss it with the complainant and make every effort to provide a reasoned explanation to make appropriate action within the teacher's authority. As appropriate, the staff member shall report the matter and whatever action may have been taken to the building principal or appropriate supervisor.

Second Level - If the matter cannot be satisfactorily resolved at the first level, the complainant shall discuss it with the building principal or appropriate supervisor, in accordance with the collective bargaining agreement.

Third Level - If a satisfactorily solution is not achieved by the discussion with the building principal or appropriate supervisor, the principal or supervisor shall attempt to schedule a conference with the Superintendent. The principal or supervisor will furnish to the Superintendent, a written report, which will include: the specific nature of the complaint and a brief statement of the facts giving rise to it; the respect in which it is alleged that the complainant (or child of complainant) has been affect

adversely; and the action which the complainant wishes taken and the reasons why it is felt that such an action should be taken.

Fourth Level – Should the Superintendent still not resolve the matter, or if it is beyond the Superintendent's authority and requires School Board action, the Superintendent shall furnish the School Board with a complete report. The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision and grant a hearing before the School Board or a committee of the School Board. The complainant shall be advised in writing of the School Board's decision, no more than ten (10) days following the hearing.

A. Matters Regarding an Administrative Staff Member

In the case of a complaint by a member of the public, directed toward an administrative staff member, the general procedure specified in Part A shall be followed. The complaint shall be discussed, initially with the person toward who it is directed and if satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels in accordance with the organization of the District, terminating with the School Board.

B. Matters Regarding a Non-Instructional Staff Member

In the case of a complaint by a member of the public, directed toward a non-instructional staff member, the same procedure is to be followed as in Part A.

C. Matters Regarding a Program or Operation

A request, suggestion or complaint by a member of the public, relating to a matter of District or school policy, procedure, program or operation should be addressed, initially to the building principal or the appropriate supervisor; and then brought in turn, to higher levels of authority in the manner described in Part A. The principal or appropriate supervisor shall meet with the complainant to determine if the objections can be resolved. If not, the complaint shall be submitted to the Superintendent. The Superintendent or a designee will serve as a chairperson. If the complaint originates at the elementary level, two (2) teachers from the appropriate grade level, an elementary principal and the Superintendent or Designee shall comprise the committee.

E. Matters Regarding Pupil Progress and Well-Being

In the case of a complaint directed toward this area, the general procedures specified in Part A should be followed.

PART II

CHARTIERS-HOUSTON JR.-SR. HIGH SCHOOL STUDENT CODE OF CONDUCT

I. AUTHORITY

- A. The Administration of Charters-Houston Jr.-Sr. High School has the authority to make reasonable and necessary rules/guidelines governing the conduct of students except as may otherwise be expressly prohibited by law or School District Policy.
- B. Administrators may not make rules/guidelines which are arbitrary, capricious or outside their grant of authority. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- C. Each secondary school in the Commonwealth of Pennsylvania is required to adopt a code of student conduct, which shall include guidelines governing discipline and a listing of student rights and responsibilities. This code shall be published and distributed to students and parents. Copies of the code shall also be available in each secondary school library.

II. PHILOSOPHY ON STUDENT DISCIPLINE

The Administration of the Charters-Houston Jr.-Sr. High School acknowledges that effective discipline should serve two purposes. First, it should prevent a recurrence of a particular misbehavior in a student and serve as a deterrent to other students, and second, it should be a learning experience for that and other students, permitting them to understand why certain rules and guidelines have been established and why they must be followed. Discipline is more than making students do what is right; it should encourage students to choose to do what is right. Furthermore, the Administration of Charters-Houston Jr.-Sr. High School acknowledges that student conduct is closely related to learning, that an effective instructional program requires a wholesome and orderly environment, and the efficiency of the educational program is, in part, reflected in the behavior of students. Therefore, in order to promote achievement of the goals of public education, the Administration of Charters-Houston Jr.-Sr. High School must establish appropriate rules and guidelines for maintaining a proper environment in which the educational process and the relationship between such persons materially affects the extent to which a beneficial environment exists. This Student Code of Conduct has been developed so all persons who are part of the educational community will recognize what rights, responsibilities, and consequences are involved, and thus can conduct themselves accordingly. Behavior, which is contradictory to the rules and guidelines of Charters-Houston Jr.-Sr. High School Student Code of Conduct, will not be tolerated.

Students retain Constitutional rights in the school setting. However, given the School District's need to maintain discipline, those rights are restricted under the law. The Charters-Houston School District will not tolerate expressive conduct in class or out of it, which for any reason, whether it stems from time, place or type of behavior, materially disrupts class work or the educational process, or is reasonably expected to materially disrupt class work or the educational process, involves substantial disorder, or invades the rights of others. Furthermore, expressive conduct, which is lewd, vulgar or profane, will not be tolerated. The following categories of disciplinary infractions in the Student Code of Conduct should be read to include these prohibitions within the definition of those infractions.

III. COVERAGE

- A. The Administration of Charters-Houston Jr.-Sr. High School shall require each student to adhere to the rules and guidelines specified in this Student Code of Conduct and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules and guidelines.
- B. These rules and guidelines govern student conduct:

1. during time spent in travel to and from school and anytime within the School Safety Zone, which is, within 1,000 feet of the real property of the school district.
 2. in school, or during school hours at school sponsored activities.
 3. in concert with after school and weekend school sponsored activities on or off school premises.
 4. during non-curricular related student group meetings on school premises
 5. during meetings/activities on school premises sponsored by non-school person(s).
- C. Such student rules and guidelines shall require that students conform to reasonable standards of socially acceptable behavior, respect the rights, person, and property of others, preserve the degree of order necessary to the educational program in which they are engaged, obey constituted authority and respond to those who hold that authority.
- D. The Administration of Chartiers-Houston Jr.-Sr. High School recognizes that if any provision of these rules or guidelines or application thereof to any person or circumstances is judicially determined invalid, the provisions of the remainder of the rules/guidelines and the application to other persons or circumstances shall not be affected thereby.

IV. RIGHTS AND RESPONSIBILITIES

Students in Chartiers-Houston Jr.-Sr. High School have rights. Likewise, students have certain responsibilities. During enrollment in Chartiers-Houston Jr.-Sr. High School there is always the possibility that a student might ignore those responsibilities and infringe on someone else's right to learn. It is also possible that an authority figure may unintentionally infringe upon students' rights. It is with the intent of creating this mutual understanding between students, teachers and administrators, that this statement of rights and responsibilities exist. Better understanding can be achieved when everyone acknowledges the rights and responsibilities of others.

I. Student Responsibilities

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner.
- D. It is the responsibility of the students to conform to the following.
 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 3. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 4. Assist the school staff in operating a safe school for all students enrolled therein.
 5. Comply with Commonwealth and local laws.
 6. Exercise proper care when using public facilities and equipment.
 7. Attend school daily and be on time at all classes and other school functions.
 8. Make up work when absent from school.
 9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 10. Report accurately and not use indecent or obscene language in student newspapers or publications.

2. Parental/Guardian Responsibilities:

- A. Parent/Guardians must be the first to foster self-discipline with the child at home. The school can provide the setting for this training to be carried further, while enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship parents/guardians are urged to:
1. exemplify an enthusiastic and supportive attitude toward school and education.
 2. build a good working relationship between themselves and school personnel.
 3. teach their child self-respect, self-control, respect for the law, respect for others and others property and to be accountable for his/her actions.
 4. insist on prompt and regular attendance.
 5. encourage their child to take pride in his/her appearance.
 6. insist that their child promptly bring home all communications from school.
 7. cooperate with the school in jointly resolving any school related problem.
 8. set realistic standards of behavior for their child and be firm, fair and consistent in applying them.
 9. help their child learn to deal effectively with negative peer pressure.
 10. provide a place conducive for study and completion of homework assignments.
 11. help the child to develop an interest in learning and exploring a variety of fields of knowledge
 12. be aware of the school's attendance, discipline and other such rules/guidelines, and the consequences of noncompliance.
 13. be sure the child is free of communicable disease and is in as good health as possible in order to ensure effective classroom performance.
 14. become acquainted with the school, its staff, curriculum and activities.
 15. attend parent-teacher/administrator conferences and other school functions.
 16. model appropriate behavior for their child when dealing with school personnel.
- B. Parents and guardians should be aware that they are responsible for any financial obligations incurred by their child in school. These include but are not limited to lost books, fines, and damage to property.

3. Teacher Responsibilities:

Generally, it is the teacher's responsibility to handle discipline problems occurring in the classroom which are of a common or minor nature. For more serious problems, it is the teacher's responsibility to inform the appropriate administrator of the details of the case. While in or outside the classroom, every teacher knows that he or she works and influences the nation's most precious commodity – the future generation. In view of this responsibility, the teacher must:

1. promote a climate of mutual respect and dignity which will strengthen the student's positive self-image.
2. utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility.
3. provide interesting and stimulating classroom climate that will prevent most discipline problems from developing.
4. reflect a personal enthusiasm for teaching and learning, and a genuine concern for the individual student.
5. guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights of others.
6. demonstrate, by word and personal example, respect for law and order and self-discipline.
7. seek to develop close, cooperative, relationships with parents/guardians for the educational benefit of the student.
8. distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administration.

9. help students cope with negative peer pressures.
10. be sensitive to changing behavior patterns.
11. enable students to discuss their problems with them.
12. strive for mutually respectful relationships with students.
13. assist students and administrators in developing a climate in the school that is conducive to wholesome learning and living.
14. report to the administration any students who jeopardize their own safety, the safety of other students, or of the teacher, or who seriously interfere with the instructional program of the classroom and as otherwise required by the Student Code of Conduct.
15. serve as a surrogate parent in matters of behavior and discipline in accordance with Pennsylvania School Law.
16. interpret the discipline code to students in their classes.
17. be fair, firm and consistent in enforcing the Student Code of Conduct in the classroom, hallways, restrooms, cafeteria, auditorium, on school transportation, on the school campus and at all school sponsored activities.
18. utilize services of counselors and other support personnel.
19. model appropriate behavior for students.
20. actively assist parents/administrators in resolving problems which may occur.
21. communicate with parents when problems arise and to also convey positive information.
22. use prudent judgment when discussing school related matters with parents and students.
23. refrain from publicly discussing confidential matters.
24. refrain from deviation of academic work for activities such as "free time" for card playing and other such unacceptable activities.
25. engage in "academic" endeavors as cited in written curricula up to and including the last days of school.
26. systematically complete positive telephone calls and other parent communications.
27. appropriately communicate with parents via progress notices and behavioral checklists.
28. positively support efforts and achievements by periodically attending extracurricular events and by attending academic awards assemblies and commencement ceremonies.

4. Administrative Responsibilities:

As the educational leader of the school the principal sets the disciplinary climate for the school, not only for the students but for staff as well.

The Principal and Assistant Principal shall:

1. seek to develop a sound and healthful atmosphere of mutual respect within the school.
2. develop procedures, which reduce the likelihood of student misconduct.
3. provide the opportunity for students and staff to approach the principal for redress of concerns.
4. assist staff members to resolve problems, which may occur.
5. maintain ongoing communication with the faculty about the status of discipline within the school.
6. work closely with parents/guardians to establish a wholesome relationship between home and school.
7. utilize all appropriate auxiliary staff and community agencies to help parents or guardians and students identify problems and seek solutions.
8. be fair, firm, and consistent in all decision affecting students, parents/guardians, and staff.
9. demonstrate, by word and personal example, respect for law and order, self-discipline and genuine concern for all persons coming under their authority.
10. become acquainted with students, by visiting classrooms and attending activities.
11. establish necessary building security.
12. assume responsibility for the dissemination and enforcement of the Student Code of Conduct and insure that all discipline cases referred are resolved promptly.

13. insure fairness, reasonableness and consistency.
14. comply with pertinent state laws governing hearings, suspensions and students' rights.
15. refer all Pennsylvania Criminal Code violations for a Superintendent's Review.

V. GENERAL DISCIPLINE SEQUENCE

Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary, depending on the individual case and the process may be initiated at any step deemed appropriate. In general, these steps, are followed:

- Step 1 – Teacher and student
- Step 2 – Teacher/Parent/Student
- Step 3 – Principal or his designee, parent/guardian, student, and
other school personnel involved
- Step 4 – School, parent/guardian, student, and social service
agencies involved
- Step 5 – Administrative Hearing
- Step 6 – Superintendent Hearing
- Step 7 – School Board Hearing

VI. RULES AND GUIDELINES/DISCIPLINARY STRUCTURE

There are a multitude of acts, which are not and cannot be precisely enumerated in written regulations of a school. Since it is impossible to develop an all-inclusive list of offenses and examples of disciplinary options, in accordance with Section 1318 of the Pennsylvania School Code, misconduct not specifically addressed in the School District's Discipline Policy, or in this Student Code of Conduct, nevertheless, would be subject to disciplinary action deemed reasonable by school authorities.

If the school disciplinary code is to be effective in reducing discipline problems, student behaviors must be placed into categories from minor to major and must be related to appropriate disciplinary responses. Through knowledge of such information, students, parents, and school staff learn which student behaviors are unacceptable and which responses will be utilized as a consequence. By pairing these misbehaviors with sound disciplinary responses, the school insures that its disciplinary practices and procedures are consistent, reasonable, fair and equitable.

Please discuss appropriate student conduct in school and communicate to your child your expectations of his/her conduct.

All examples, procedures and disciplinary responses are applicable:

1. during time spent in travel to and from school and anytime within the School Safety Zone, which is within 1,000 feet of the real property of the school district
2. in school, or during school hours at school sponsored activities
3. in concert with after school and weekend school sponsored activities on or off school premises
4. during non-curricular related student group meetings on school premises
5. during meetings/activities on school premises sponsored by non-school person(s)

AFFECTION

Visible and open displays of affection involving student(s) will not be permitted.

APPEARANCE/DRESS CODE

The School Administration may impose limitations on appearance and dress where the attire/footwear causes the disruption of the educational process or constitutes a health and safety hazard. Students may be required to wear special clothing/footwear while participating in Wellness classes, shop classes, extra-curricular activities or special situations.

*The following are considered inappropriate for school wear and not permitted:

- Spandex tops, shorts, dresses, shirts or pants.
- Tube tops
- Bare midriffs, bare shoulders, open weave or see-through garments
- Jewelry or clothing with suggestive, obscene, or vulgar wording or graphics or which advertise/suggest/promote drugs, alcohol or tobacco products.
- Hats, hoods, bandannas or head sweat bands.
- Pants worn below the waistline; no undergarments are to be visible at any time.
- Clothing with rips, tears, and/or holes where short sleeves and/or shorts would typically cover; all clothing must be in good repair/condition.
- Appropriate footwear shall be worn in classes where there are possible safety hazards.

ARSON

- A. Students shall not intentionally and/or recklessly place another person in danger of death or bodily injury by igniting an object or causing an explosion.
- B. Students shall not intentionally and/or recklessly cause nor attempt to cause damage or destruction to property by igniting an object or causing an explosion.
- C. Students shall not conspire to intentionally and/or recklessly cause or attempt to cause damage or destruction to property by igniting an object or causing an explosion.
- D. Information will be filed with Criminal Authorities for violations of the Pennsylvania Criminal Code when deemed necessary by school authorities.

ASSAULT AND/OR BATTERY

- A. Student shall neither intentionally, nor recklessly cause, nor attempt to cause, nor threaten to cause injury, nor intentionally place another in fear of bodily harm or injury, nor conduct him/herself in such a way as could cause reasonable physical injury to any student or person employed by the Chartiers-Houston School District.
- B. Reasonable self-defense is not to be considered an intentional act under this rule/guideline.
- C. Information will be filed with Criminal Authorities for violations of the Pennsylvania Criminal Code when deemed necessary by school authorities.

ATTENDANCE PROCEDURES

A. Every first period teacher will take roll at the beginning of each school session. Every pupil who is not present shall be marked absent.

Tardiness (to class) – All students who are not IN their assigned room/class when the bell rings shall be recorded tardy.

All students who are not in their assigned 1st period class when the bell rings at 7:35am shall be considered absent.

NOTE: If for any reason a school bus arrives late, the students shall not be considered tardy.

B. All students late to school shall report to the Main Office and shall sign the daily log. The student record will then be changed from absent to tardy.

C. Early dismissal shall be arranged prior to first period. The students must present a signed written request from a parent/guardian. A school designee will verify all early dismissals.

D. All students with an early dismissal shall report to the High School office and shall sign out on a daily log. Upon return to school from an early dismissal, the student must present a professional verification form.

E. Full and half-day attendance:

Students arriving between 7:35 A.M. and 8:59 A.M. – tardy to school

Students arriving between 9:00 and 11:00 A.M. – half day absent

Students arriving after 11:00 A.M. – all day absent

Students leaving between 9:00 A.M. & 12:28 P.M. for remainder of day – half day absent

Students leaving between 12:29 P.M. & 2:40 P.M. – Early Release

G. Attendance Policies and Guidelines.

1. Absences will be investigated.
2. The attendance aide will conduct daily spot checks.
3. On the third consecutive day of absence the school nurse will notify parents.
4. After 10 days of accrued excused or unexcused absences in a school year, a letter will be mailed to the parent/guardian. A physician's excuse shall/may be required for each subsequent absence due to illness for the remainder of the year.
5. Students who are truant or habitually truant are subject to all procedures established by the School Code, as discussed in this Attendance section of the Handbook and in Policy No. 203.

Attendance Improvement Plan

- STEP 1-Attendance Improvement Plan: This is the first step to correcting an attendance issue. Once goals are established, the goals and attendance record will be reviewed. If the goals are met, attendance will continue to be monitored in this way. If goals are not met STEP 2 will be implemented.
- STEP 2-Blue Prints: A follow-up meeting will take place and if there is continued non-compliance the student will be referred to Blue Prints.
- STEP 3-Magistrate: The School District and Blue Prints will monitor the student attendance and provide feedback to the attendance/SAP Team. Should the attendance not improve, a Criminal Complaint(s) will be filed with the District Magistrate.
- STEP 4-Notification to Children and Youth Services: If there have been no improvements after the above steps have been taken, the District will contact Children and Youth Services per PA State Law.

ATTENDANCE

The Administration of Chartiers-Houston High School believes that daily attendance is an integral part of an effective educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information, to provide understanding and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline and good work habits. It is essential if students are to derive maximum benefit from their education and reach their fullest potential.

Parents/guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend school.

Student Responsibilities

Students:

1. Attend all classes daily and arrive on time.
2. Provide the school with an acceptable written explanation and documentation concerning each absence on the day of return.
3. Obtain and make-up, within the specified time, assignments and tests which have been missed. (Refer to MAKE-UP WORK)
4. Participate in class activities.

Parents:

1. Make certain that students attend school regularly and arrive on time.
2. Notify the school in advance of any anticipated absences. All work and communication with teachers can be done through Microsoft Teams. Students will have a period of time equivalent to the number of days absent to make up all missed assignments and/or tests. Failure to make up the work within the allotted time will result in an "F" grade for each unfinished assignment and/or test.
3. Provide the school with an acceptable written explanation and documentation concerning each absence on the day of the student's return.
Only 10 Parent Notes/Excuses will be accepted per school year. Additional parent notes past 10 will be **UNEXCUSED. A physician's excuse shall be required for each subsequent absence for the remainder of the year and must be updated every 30 days.
4. Make certain that all requests for early dismissals are for reasons listed in the Excused Absences.
5. Doctor or dentist appointments (signed excuse from the medical professional needed within (3) days of the absence or early dismissal/late arrival.)

Established reasons for **EXCUSED** or **UNEXCUSED** absences from school:

Excused

1. Illness of student of up to 10 days per school year or 5 tardies due to illness per semester with parental note.
2. Death in the family.
3. Subpoena by law enforcement agency to attend court.
4. Impassable roads when certified by the school district.
5. Pre-approved absences (listed below).
6. Out of school suspensions.
7. Extenuating circumstances with administrative approval.
8. Doctor or dentist appointments (signed excuse from the medical professional needed within (3) days of the absence or early dismissal/late arrival.)

Unexcused

1. Hunting and fishing.
2. Attending sporting events.
3. Job hunting/Working/Driver's Examination
4. Shopping trips.
5. Oversleeping
6. Any other reason not listed under the "excused" category.

Note: The school does not sanction "**skip days**." If a student does skip, he/she is considered truant and a Criminal Complaint may be issued.

*School approved/sponsored activities (e.g., field trips) are not recorded as an absence.

Absences Which Need Advanced Approval

1. Students on Homebound Instruction as long as medical documentation is provided.
2. Students that are out of school for ten (10) days pending approval for homebound instruction as long as medical documentation is provided.
3. School sanctioned activities
 - A. Field Trips (class and/or curriculum related)
 - B. Performances directly related to curriculum of a particular course such as productions for drama club, family and consumer science, fashion show, etc.
 - C. Co-curricular Activities-These are activities which are a result of a direct out-growth of the curriculum such as Band, Math Club, Student Council Forum, etc.
 - D. Extra-curricular activities such as Athletic events.
 - E. Health and Guidance related absences such as ASVAB, psychological testing, school physicals, hearing tests, etc.
 - F. Pre-approved absences in accordance with Title 22 Section 11.26 of the Pennsylvania School Code.
 - G. School related competitions.
4. Students receiving in-house treatment for D/A or M/H problems as long as medical excuses are provided.

Absences Which Need Advanced Approval

1. College visitations (maximum of three for juniors and seniors).
2. Early Work Release Program
3. Educational Trip. (See requirements)
4. Religious Observations and Religious Instructions (See policy and Regulations)
5. Court Appearances with written request and official statement from agency indicating all pertinent details.
6. Service projects, such as those required by the Boy Scouts and Girl Scouts.
7. Shadowing /Graduation Project (limit one per year for juniors and seniors ONLY)

*Appointments should be scheduled outside of school hours.

Educational Trips

The Chartiers-Houston School District does not encourage students taking vacations/educational trips during the school year. However, in the event that there is no other time that an educational trip is possible, the following procedures must be followed:

- Parents/Guardians must submit a request for an educational trip to the principal in writing at least TWO WEEKS before the educational trip is to take place. It is the responsibility of the student to make up the work missed within 3 school days of his/her return to school.
- The student must have the educational trip waiver form completed by his/her teachers and handed into the office ONE WEEK PRIOR to their departure date and handed into the office.
- Educational trips will not be approved during the last 2 weeks of school or during PSSA/Keystone testing.
- ONLY five days of school will be excused for an educational trip each school year. Additional vacation/educational trips will result in Unexcused Absences.
- ALL EDUCATIONAL TRAVEL MUST BE PRE-APPROVED
- Any excuses that are submitted by a parent/guardian after the educational travel endeavor has taken place shall be recorded as unexcused.

EXCUSES

If an absence from school occurs, a parent/guardian must furnish a written and signed explanation indicating the date(s) and reason for the absence at the time of the student's return to school. All notes are to be written and signed by the parent/guardian regardless of the student's age unless the student has been classified as emancipated. The excuse must be submitted to the office or 1st period teacher upon the student's return to school.

***If a student fails to bring a written explanation (excuse) upon returning to school, a grace period of three days will be extended to parents/guardians and students. Failure to submit written excuses within the above time frame (three school days from the day of the return to school) will cause the absence to be marked as unexcused. All work missed during unexcused absences after the third unexcused absence will be marked as a ZERO.**

UNEXCUSED ABSENCES

Absence for any reason not listed as excused above will be considered unexcused. Absence without a written excuse will be considered unexcused. Unexcused absences for students between the ages of 6 and 18 are also considered illegal.

School Code Requirements: Truancy and Habitual Truancy

1) After the third unexcused absence in a school year, a student will be considered truant. Within ten (10) school days of the child's third unexcused absence, the school will send home a written notice. In this notice, the school:

- may offer to the family a school attendance improvement conference
- will describe the consequences that will follow if the child becomes habitually truant.
- a student will be considered habitually truant after he or she has accumulated six unexcused absences in one school year.

2) If the child incurs any additional unexcused absences after the above written notice is sent home, the school is required to invite the parents/guardians and student to a school attendance improvement conference, unless one was previously held. Even if parents/guardians fail to attend or decline to participate, the school is required by law to hold the conference in their absence. Further legal action may not be taken by the school until the date of the attendance improvement conference has passed.

3) The school will document the outcome of the conference in a written school attendance improvement plan.

4) If a child becomes habitually truant (reaches six unexcused absences in the same school year), as long as the school attendance improvement conference has been held, the District will then move forward with appropriate referrals as follows:

****If the child is under 15:**

***The school is required to refer the child to either:**

- A school or community based attendance improvement program OR CYS for services or possible determination as a dependent child.
- The school may also file a Criminal Complaint against the parents with the magistrate.

****If the child is 15 or older:**

***The school is required to:**

- refer the child to a school or community based attendance improvement program OR file a Criminal Complaint against the student or parent with the magistrate
- the school may also refer the child to CYS for services or determination as a dependent child, if the child continues to incur additional unexcused absences after referral to a school or community based attendance improvement program, or refuses to participate in that program

5) If a parent or student is convicted for a second or subsequent time within a three-year period for violation of compulsory attendance laws, the court is required to refer the child to CYS for services or possible determination as a dependent child.

In addition to the above procedures, which are required by School code, the District will also implement the following procedures:

- Three (3) unexcused absences-notification to the parent
- Ten (10) Absences-After the tenth absence (excused or unexcused), the principal or his designee will inform the parent/guardian by letter the number of accumulated absences.
- Twenty (20) Absences-After the 20th absence (excused or unexcused) from school, chronic cases of absenteeism will be reviewed. A registered letter will be sent to the parents informing them of the absenteeism and asking them to confer with the principal or his designee.
- Thirty (30) Absences-After the 30th day of absence (excused or unexcused) from school, the parent/guardian shall be sent a registered letter notifying them that a meeting will be scheduled with the parent, student and principal and requesting that they attend. A parent/guardian may request one change in time.

Parents are welcome to contact the school office at any time to check on their child's attendance.

Attendance Meeting/Committee

An attendance committee has been established by the Administration to help to remedy Attendance Issues during the school year as well as Habitual Truancy and/or Chronic Absenteeism. The following rules have been established to deal with these issues:

On the 6th absence of any 9-Week Period, excused or unexcused, the Student and Parent/Guardian will be notified of an Attendance Meeting with the Attendance Committee. Once the Attendance Meeting has been concluded the following are a list of consequences that the student may incur in addition to the consequences required by the School Code for truant or habitually truant students, because of excessive absences:

- 1) Social Probation for the offending student. Students will not be permitted at ANY Social School Activities. This includes dances, attendance at sporting events and school sponsored events held on District property for the 9-week period of the 6th absence.
- 2) Loss of privilege(s) to play on an Interscholastic School Sponsored Sports Team.
- 3) Loss of driving privileges for the 9-week period.
- 4) Loss of Early Work Release privileges.

*Unexcused absences will receive ZERO's for work missed on the day of an unexcused absence.

This will be enforced AFTER THE THIRD UNEXCUSED Absence.

Absences that DO NOT count against a student attendance are School Board approved Field Trips and College Visits.

ALL excuses MUST be turned into the 1st period teacher or office within three days of any absence.

**All Field Trips, School Sponsored Activities, Club Activities or any other "out of Classroom Activities" will be subject to a "10 % Absence Rule" and reviewed by the Attendance Committee. If a student at the time of an Activity has missed school 10% of the school days the student "may" be held from the activity by the classroom teacher and/or administration. Attendance will be verified the day prior to the event.

Early Dismissals

Students must present a signed written excuse from a parent/guardian for an early dismissal prior to first period and sign out at the specified time. Dismissal will be excused or unexcused depending on the reason. Students are to report to the office at their dismissal time. Parents/guardians may pick their child up in the high school office after signing their child out. The sign-out sheet is located on the counter in the high school office. Early dismissals for doctor's/dentist's appointments require a signed excuse from the medical professional within three days of the dismissal.

Early Dismissal Requests Shall Include:

1. Reason for early dismissal-Doctors' appointments, Dentist appointments, Religious Ceremonies or those deemed necessary by an administrator.
2. Time of the dismissal
3. Date of Dismissal

4. Phone numbers where parents/guardians can be reached

If an early dismissal is unexcused, students may be assigned 1 hour ASD for each unexcused early dismissal. Students who leave without parental permission and school permission are subject to school discipline. Students have three days to submit an excuse or the early dismissal becomes unexcused.

Procedure to dismiss a student who has become ill in school:

1. The parent/guardian is called by a school official, **NOT THE STUDENT**. If parent/guardian cannot be reached, the next call will be the emergency number listed on the student's emergency card.
2. Parent/guardian or emergency contact **MUST** sign the student out in the school office before the student may exit the building.
3. If student is ill, he/she cannot drive home without approval from the school nurse and the parent/guardian.
4. Students that sign out without prior approval shall be considered leaving school without permission.

TARDINESS TO SCHOOL

Students arriving after the school day has started **MUST** first report to the office to sign in. Students may have up to three days to provide a note to the office or first period teacher if they think that the tardiness can be excused, otherwise it will be unexcused.

Students who are late to school due to illness may be excused with a parent note. However, coming tardy to school due to illness will only be excused 5 times per semester with a parent's excuse; tardiness after the fifth time will require an excuse from a licensed practitioner to be excused. Doctor's excuses for chronic illnesses must be updated every thirty (30) days.

Consequences for tardiness to school are listed below:

Disciplinary Action for unexcused tardies to school per semester:

3 Unexcused Tardies	Letter sent home
4 Unexcused Tardies	1 Hr. ASD
5 Unexcused Tardies	2 Hr. ASD and loss of driving privileges for 20 days
6 Unexcused Tardies	1 Day ISS and loss of driving privileges for semester
7 Unexcused Tardies	1 Day ISS and loss of driving privileges for remainder of the year
8 Unexcused Tardies	1 Day ISS Parent/Principal/Pupil Meeting
9 Unexcused Tardies	Criminal complaint issued through district magistrate with attached fine, and student will not be permitted to be involved in any school activities for 20 school days.

****Unexcused Tardies AFTER the third Unexcused Tardy will result in ZERO'S for the work missed during classes that were missed because of tardiness.**

***A note for a tardy or early dismissal shall be submitted to the office or homeroom teacher within 3 school days otherwise it shall become unexcused.**

Prolonged Absences (for Homebound Instruction)

Students unable to attend school due to serious illness (more than two weeks) may qualify for homebound instruction. Call the high school office for information.

Students who are absent from school due to illness may be excused with a parent note. However, missing school due to illness will only be excused ten (10) full days with a parent's excuse; absences after the tenth time will require an excuse from a licensed practitioner to be excused. Doctor's excuses for chronic illnesses or prolonged absences must be updated every thirty (30) days.

Make-up Work Procedures

Students:

- Are responsible for all work missed.
- Have the same number of days as those missed to make-up assignments and/or tests.
- Must contact their teachers on the day of return to facilitate completion of missed work.
- Will receive a failing grade for each assignment and/or test not completed within the allotted time period.
- Students suspended 1-3 days will have the period equivalent to the days OSS to make up work. Students suspended more than 3 days will have a maximum of 3 days to make up work missed because of suspension. All work and communication with teachers can be done through Microsoft Teams.

Due dates for assignments/tests announced prior to the student's absence will remain unchanged. Students do not have extended time to complete pre-announced assignments, such as papers/projects that are due or tests. If no new material is covered for the test during the student's absence, he/she must take scheduled tests/quizzes on the day of his/her return from absence.

Requesting Homework

All work and communication with teachers can be done through Microsoft Teams. Students will have a period of time equivalent to the number of days absent to make up all missed assignments and/or tests. Failure to make up the work within the allotted time will result in an "F" grade for each unfinished assignment and/or test.

Unaccounted Absences

Children whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive days, shall thereafter be removed from the active membership roll unless one of the following occurs.

1. The district has been provided with evidence that the absence may be legally excused.
2. Compulsory attendance prosecution has been or is being pursued.

****STUDENTS THAT MISS 30 OR MORE DAYS OF SCHOOL WILL NOT RECEIVE CREDIT FOR THOSE CLASSES MISSED FOR THAT SCHOOL YEAR****

Withdrawal/Transfer from School

Pennsylvania statute requires regular attendance of each student between the ages of 6 and 18. It is in the best interest of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life.

Students transferring to another school shall notify the office a minimum of five days in advance. The office will mail/fax the student's records to the school of transfer upon request from that school.

In order to withdrawal from school, a student must:

- Schedule an appointment with the guidance counselor and principal to discuss future educational options
- Bring a parent/guardian if 17 years of age or younger.
- Bring a parental note if 18 but not emancipated.
- Return all school books and property to appropriate teacher and receive final grade.
- Pay all fees and empty locker.

BUS/SCHOOL VEHICLE BEHAVIOR

The bus/school vehicle driver is in charge of each bus/school vehicle and represents the school authorities. Since students are under the full authority of the school while on the bus/school vehicle, all school rules/guidelines are enforced during all bus/school vehicle trips.

A. Students must:

1. not push or run while loading onto or unloading from the bus/school vehicle or at bus/school vehicle stops
2. ride only on their assigned bus/van
3. remain in their seats until destination has been reached and the bus/school vehicle has come to a complete stop
4. sit in assigned seats, if the driver finds such a procedure necessary
5. avoid unnecessary conversation with the driver
6. talk only in a low conversational voice with seat partner
7. language which creates a material disruption, or involves substantial disorder or the invasion of the rights of others, or which is obscene, loud or vulgar is absolutely forbidden.
8. smoking and/or the use of tobacco products on the bus/school vehicle is prohibited
9. keep the bus/school vehicle clean and free from litter at all times
10. damaging the bus/school vehicle in any way is prohibited
11. keep hands, head and feet inside the bus/school vehicle at all times
12. disruptive behavior on the bus/school vehicle is prohibited
13. obey and respect the orders of the bus/school vehicle driver at all times.

B. Students will not be permitted to board or depart the bus/school vehicle at any stop other than their established stop, unless the driver is shown written parental request with the Principal or designee's signature.

C. No unauthorized stops will be made. Students should not ask the driver to change the route or stop.

D. Students not assigned to bus/school vehicle transportation will not be permitted to ride on school bus/school vehicles.

E. Safety and protection of all students is essential on bus/school vehicles. A student who cannot maintain proper conduct while utilizing transportation facilities forfeits this privilege and must rely on other means of transportation provided by the parent/guardian.

F. Infractions involving bus/school vehicle rules/guidelines and/or the Student Code of Conduct will be reported to the building Principal or designee for action. If warranted, the student will face disciplinary action, which may lead to suspension and/or total elimination of bus/school vehicle transportation privileges by the building Principal or designee.

1. All punishments for bus/school vehicle offenses shall parallel the Student Code of Conduct with the forfeiting of said privileges as an additional option available to the building administration.
2. Suspension of bus riding privileges shall be the responsibility of the building principal. Prior to any cessation of bus privileges, the principal may grant a two-day postponement for parents to arrange alternative transportation.
 - Period of suspension is at the discretion of the building principal.
 - Immediate notice of suspension, reasons for suspension, and the duration of suspension must be given to the parents.

CELLULAR PHONES/STUDENTS USE OF ELECTRONICS/HEADPHONES

Cellular Phones, electronics and headphones are permitted to be used in between classes, study halls and lunch periods for Senior High students in grades 9-12 ONLY. The use of electronics at any other time is prohibited unless in conjunction with the Technology Handbook. On the first Offense and second offense a parent must pick item up in the office and on the third offense the student/parent may pick up the item at the end of the school year.

CHANGE OF ADDRESS

Report any change of address immediately to the office. Students should pick up Change of Address Form in the office and return with verification of residency. The new address will not be changed in the computer system until valid proof of residency has been received. Important documents are sent home periodically and the correct address is imperative for this to be received by district parents /guardians and students.

CHEATING

- A. No student shall intentionally possess, handle, or transmit any devices or initiate maneuvers that could reasonably be construed as being utilized to deceive or defraud the School District.
- B. No student shall intentionally assist other student(s), nor conspire with other student(s) to intentionally possess, handle, or transmit any devices or initiate maneuvers that could reasonably be construed as being utilized to deceive or defraud the School District.
- C. No student shall intentionally assist other student(s), nor conspire with other student(s) to utilize tricks, theft, impersonation, copying or other means of obtaining improper access to answers or questions or provide academic works in an attempt to falsely represent oneself in a deceptive or fraudulent manner.
- D. Cheating, as a first offense, shall be classified as an academic problem, that is, a problem to be handled by each individual teacher, after communicating with an administrator.
 - 1. Teachers will handle proven cases of first offense cheating. The consequence is failure of that particular activity, assignment, quiz or examination.
 - 2. The teacher shall be required to communicate to the parent/guardian all cases of first offense cheating when the student's grade may be in jeopardy.
 - 3. All cases of first offense cheating shall be conveyed, in writing, to the Principal or his designee before the close of school on the day the teacher has established proof of cheating. Copies of all information and materials utilized by the teacher to establish such proof, as well as, the option(s) utilized must accompany written notification. The Principal or designee will be required to appropriately file all such written notifications.
- E. First offense cheating involving more than one course of study shall be handled by the Principal or designee as repetitive cheating and will be classified as a disciplinary concern.

CLASS CUTS

- A. Class roll will be taken by each teacher at the beginning of each period and all absences recorded in the class record book.
 - 1. Class absences not on the daily absentee list shall be reported to the Principal or designee for disposition after the teacher verifies student's whereabouts as being unexcused.
 - 2. After investigation, and a class cut verified, the Principal or designee will administer appropriate disciplinary action.
 - 3. Verification of class absences will be conducted immediately and referrals made to the Principal or designee in a timely fashion.
 - 4. Multiple class period cuts may be treated as multiple offenses. This decision rests solely with the administration when considering the student's record and the circumstances unique to the situation.
 - 5. Student will receive a "zero" for all work done during Unexcused class cut

COMPUTER USE

See Electronic Device Handbook

DAMAGE OR THEFT OF SCHOOL PROPERTY

- A. A student shall not intentionally cause, attempt to cause, assist to cause, or conspire to cause damage to school property, shall not steal, nor attempt to steal, property, nor otherwise deprive anyone of said property.
 - 1. the student shall be required to provide restitution for damages and/or non-recovered stolen property including the “current” replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property.
 - 2. the parents/guardians of said student may be held liable for any and all damages to school property and/or any and all un-recovered stolen property that the student himself/herself does not provide restitution for.
- B. No student, without school authorization to do so, shall receive, retain, possess, or otherwise dispose of any property, which the student knows, or has reason to know, belongs to the school.
 - 1. the student shall be required to provide restitution for damages and/or non-recovered property including the “current” replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property.
 - 2. the parents/guardians of said student may be held liable for any and all damages to school property and/or any and all un-recovered property for which the student himself/herself does not provide restitution.
- C. A student shall not come into control of school property that he/she knows to have been lost, mislaid, or delivered under mistake, without taking reasonable measures to restore the property to a person entitled to have it.
- D. A person shall not intentionally receive, retain, or dispose of school property knowing that it has been stolen, or believing that it has probably been stolen.
- E. Information will be filed with Criminal Authorities for violations of the Pennsylvania Criminal Code when deemed necessary by school authorities.

DISRUPTION OF SCHOOL AND/OR CLASSROOM

- A. A student shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, obscene language, obscene gestures, or any other conduct which serves no legitimate school purpose, intentionally cause the material disruption or obstruction of any lawful mission, process, or function of school or classroom operations.
- B. For repetitive disruptive behaviors in the classroom the student or students will subject themselves to disciplinary action of the Principal or designee that will include, but is not limited to, the removal from class and a grade of “F” being recorded on the student(s) permanent records.
 - 1. Students removed from classes for disciplinary reasons will not be permitted to enroll in another course to replace the failed course until the following school year.

DRUG/ALCOHOL

No student within the Chartiers-Houston School District shall knowingly possess, use, furnish or transfer, or be under the influence of any controlled substance, prescription drug, or alcoholic beverage, or any item containing any quantity of any of the above, or any device or paraphernalia related to controlled substances, prescription drugs, or alcoholic beverages, which has not been properly registered with the School Nurse as provided herein, while:

- 1. On school grounds, during, immediately before, and immediately after school hours.
- 2. On school ground, at any other time when the school is being used by any school group.
- 3. Off school grounds, while attending any school activity, function, or event, or school sponsored activity.
- 4. In transit to and/or from school or a school activity, function or event or school sponsored activity.

As an integral part of the Chartiers-Houston School District Drug and Alcohol Prevention program, these guidelines represent a district-wide effort to respond effectively to alcohol, controlled substance, prescription drug, look-alike drug, or drug paraphernalia related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary standard response to alcohol and other drug related incidents. The Chartiers-Houston School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.

The board reserves the right to use any measures deemed necessary, including but not limited to disciplinary action in accordance with Policy No. 223 – Student Discipline, to control substance abuse even if those measures are not provided for in any rule or regulation enumerated herein.

SITUATIONAL CATEGORY #1

A student contacts a staff member seeking help for himself or herself, or another student in relation to the student's own or another student's believed use of a controlled substance, prescription drug, alcoholic beverage, drug paraphernalia, or look-alike drug, substance, liquid or device. In this situation, no District employee shall ask the student who seeks help or for whom help is sought whether he or she has engaged in a violation of this Policy, and the student shall not be disciplined for any such admission that he or she may make or other evidence that may come to light in this context.

Immediate Action: The student who contacts a staff member is encouraged to have the student with a problem personally seek assistance, or, as the case may be, the student who reports himself or herself shall be encouraged to seek assistance.

Investigation: A staff member shall refer the situation to the Building Core Team.

Notification of Parents: At the discretion of the Building Core Team.

Notification of Police: Not applicable

Discipline/Rehabilitation: None/Referral to Building Core Team.

SITUATIONAL CATEGORY #2

The student has a medical emergency believed to be related to his or her use of alcohol, controlled substance, prescription drug, drug paraphernalia, or look-alike drug, substance, liquid or device at any of the places and times at which the same is prohibited under this policy.

Immediate Action: The nurse will be summoned immediately. Appropriate emergency care will be provided. The appropriate administrator and Superintendent/designee will be notified. Appropriate written report of the incident is made. The nurse or Administrator in charge, as appropriate, shall take all necessary steps to safeguard the health, safety and well-being of the student and others.

If the student experiences a medical emergency under this category at a school related activity, regardless of whether on or off school property, or in transit to or from a school activity, function or event, the chaperone or person in charge will contact a District Administrator as soon as possible, and will, along with the Administrator if applicable, take all actions necessary to protect the health, safety and well-being of the student and others. The Administrator will respond as quickly as possible in the manner feasible and appropriate under the circumstances. Further investigation as set forth herein will be conducted to the extent appropriate and feasible under the circumstances. Discipline will be applied as set forth herein.

If a student experiences a medical emergency under the category on school grounds at any time other than during the school day or during a school related activity, to the extent that there is a District employee in charge, he or she shall notify a District Administrator as soon as possible, and shall, along with the Administrator if applicable, take all necessary steps to safeguard the health, safety and well-being of the student and others. The Administrator will respond as quickly as possible in a manner feasible and appropriate under the circumstances. Further investigation as set forth herein will be conducted to the extent appropriate and feasible under the circumstances. Discipline will be applied as set forth herein.

Investigation: Building Administrator will investigate the incident to the extent that may be necessary if the Building Administrator cannot determine by a preponderance of evidence that a violation(s) has/have been committed, either by the student who suffered the medical emergency, or by any other student of whom the District has reason to suspect has violated this Policy in relation to the medical emergency. All such investigations may include search of the suspected student's locker and/or vehicle, to the extent that the same is permitted under District Policy and applicable by law, shall also include a search of the student(s) and his/her possessions. Any item, residue, or substance believed to be consumed by the student will be confiscated immediately and delivered to the medical facility to which the student has been taken, to assist in treatment of student.

Investigation and evidence to be considered in order to confirm any violation(s) of this Policy may also include a firsthand observation of the student(s) and his/her/their behavior (including, where use is at issue, slurred speech, dilated pupils, or similar signs or behavior) by the Administrator imposing discipline, and/or the Administrator's review of firsthand witness reports and any other relevant evidence. When use is at issue, the District may require a drug test where feasible... However, it is necessary that a test be administered or that a student test positive for use of any item prohibited under this Policy in order for the District to find that the student has engaged in the use in violation of this Policy, if the student's behavior as observed by the Administrator or is reported by a credible witness to the Administrator allows for a determination by a preponderance of the evidence that use has occurred. Possession alone shall not be sufficient evidence on which to charge a student with use.

Rehabilitation: Regardless of whether a preponderance of the evidence demonstrates that a violation has occurred, the student will be advised that if he or she has a problem, he or she will be encouraged to contact the counselor, nurse, or a District Administrator for assistance.

Notification of Parents: Parents will be immediately notified regarding the medical emergency, and parental conference will be arranged as soon as possible, regardless of whether a violation has occurred. Further, when a preponderance of the evidence surrounding the medical emergency demonstrates that the student who suffered the medical emergency or any other student has violated this Policy, the relevant parent(s), shall be immediately notified, and a parental conference shall be arranged as soon as possible. Otherwise, notification shall be at the discretion of the Administration.

Notification of Police: If a preponderance of evidence demonstrates that a violation has occurred, police shall be notified immediately. The Administration must immediately notify the police department having jurisdiction over the District property in the event that any student commits any of the violations listed at 24 P.S. Section 1303-A(b) 4(1) related to acts of violence, possession of a weapon or possession, use or sale of controlled substances as defined under the Controlled Substance, Drug, Device, and Cosmetic Act.

Discipline: If a preponderance of evidence demonstrates that a student has committed a violation or violations of this Policy, at the discretion of Administration, the student may be subjected to an out of school suspension of up to ten (10) school days, or may also be referred by Administration for expulsion. Factors which the Administration may consider in imposing discipline include the student's cooperative behavior or lack thereof and the severity of the offense, as well as the number of prior violations.

Additional Steps: Any additional steps to be followed by the Administration which are set forth in Policy No. 223, "Student Discipline" but not detailed herein, shall be followed as required by Policy No. 223.

SITUATIONAL CATEGORY #3

A student is suspected of, or verified to have, used or distributed and/or knowingly possessed, any controlled substance, prescription drug, alcoholic beverage, drug paraphernalia, or look-alike drug, substance, liquid or device at any of the times and places when the same is prohibited under this Policy.

Immediate Action: The appropriate Administrator is summoned. Superintendent/designee is notified and appropriate written report of incident is made. Administrator in charge will take all necessary steps to safeguard the health, safety and well-being of the student and others.

If the student is suspected of a violation under this category at a school related activity, regardless of whether on or off of school property, or in transit to or from a school activity, function or event, the

chaperone or person in charge will contact a District Administrator as soon as possible, and will, along with the Administrator if applicable, take all actions as necessary to protect the health, safety and well-being of the student and others. The Administrator will respond as quickly as possible in the manner feasible and appropriate under the circumstances. Further investigation as set forth herein will be conducted to the extent appropriate and feasible under the circumstances. Discipline will be applied as set forth herein.

If a student is suspected of a violation under this category on school grounds at any other time other than the school day or during school related activity, to the extent that there is a District employee in charge, he or she shall notify the District Administrator as soon as possible, and shall, along with the Administrator if applicable, take all necessary steps to safeguard the health, safety, and well-being of the student and others. The Administrator will respond as quickly as possible in the manner feasible and appropriate under the circumstances. Further investigation as set forth herein will be conducted to the extent appropriate and feasible under the circumstances. Discipline will be applied as set forth herein.

Investigation: Building Administrator will investigate any and all suspected violations of this Policy by any and all students as related to the incident in question to the extent that may be necessary if the Building Administrator cannot determine by a preponderance of evidence that a violation(s) has/have been committed. All such investigations may include a search of the student(s) and his/her/their possessions, locker and/or vehicle, to the extent that the same permitted under the District Policy and applicable law. Investigation and evidence to be considered may also include firsthand observation of the student(s) and his/her behavior (including, where possible use is at issue, slurred speech, dilated pupils, or similar signs of behavior) by the Administrator imposing discipline, and/or the Administrators review of firsthand witness reports and other relevant evidence. When use is at issue, the District may require a drug test where feasible. However, it is not necessary that a test be administered or that a student test positive for use of any item prohibited under this Policy in order for the District to find that the student has engaged in the use in violation of this Policy, if the student's behavior as observed by the Administrator or as reported by a credible witness to the Administrator allows for determination by a preponderance of the evidence that use has occurred. Possession alone shall not be sufficient evidence on which to charge a student with use.

Rehabilitation: Regardless of whether the preponderance of evidence demonstrates that it is more likely than not that a violation has occurred, the student will be advised that if he or she has a problem, he or she is encouraged to contact the counselor, nurse or District Administrator for assistance.

Notification of Parents: If a preponderance of evidence demonstrates that a violation has occurred, parents shall be notified immediately, and a parental conference shall be arranged as soon as possible. Otherwise, notification shall be at the discretion of the Administrator.

Notification of Police: : If a preponderance of evidence demonstrates that a violation has occurred, police shall be notified immediately. The Administration must immediately notify the police department having jurisdiction over the District property in the event that any student commits any of the violations listed at 24 P.S. Section 1303-A(b) 4(1) related to acts of violence, possession of a weapon or possession, use or sale of controlled substances as defined under the Controlled Substance, Drug, Device, and Cosmetic Act.

Discipline: If a preponderance of evidence demonstrates that a student has committed a violation or violations of this Policy, at the discretion of Administration, the student may be subjected to an out of school suspension of up to ten (10) school days, or may also be referred by Administration for expulsion. Factors which the Administration may consider in imposing discipline include the student's cooperative behavior or lack thereof and the severity of the offense, as well as the number of prior violations.

Additional Steps: Any additional steps to be followed by the Administration which are set forth in Policy No. 223, "Student Discipline" but not detailed herein, shall be followed as required by Policy No. 223.

Any student who has been suspended or expelled under this Policy will be referred to the Building Core Team, which will secure an assessment by a licensed drug and alcohol facility. The student will be required to comply with all the recommendations of the facility. For a student who has been referred

for expulsion, the referral to the Building Core Team will occur, to the extent possible, before the student is expelled.

A student's admission of any violation under this Policy shall be considered sufficient evidence to charge the student with the violation, except when the District is proceeding under Category #1.

If the student admits to use, possession or distribution under the mistaken belief that the substance constituted alcohol, a controlled substance, a prescription drug, or drug paraphernalia, but the item is instead a look-alike, the student shall be charged with an offense under this Policy as pertaining to a look-alike drug, substance, liquid or device, and shall be disciplined accordingly.

A student who violates this Policy through use, possession or distribution of a substance which meets the definition of alcohol, a controlled substance, a prescription drug, or drug paraphernalia, and claims he or she was under mistaken belief that the item was a look-alike or some other item, shall be charged with possession, use and/or distributed, regardless of any alleged mistaken belief on the student's part, and shall be discipline accordingly.

EXTORTION

A. No student shall obtain the property or services or any benefit from another induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence, or fear.

B. Information will be filed with Criminal Authorities for violations of the Pennsylvania Criminal Code when deemed necessary by school authorities.

FALSE EMERGENCY ALARMS OR TAMPERING WITH SAFETY EQUIPMENT OR DEVICES

A. No student shall willfully, maliciously, or recklessly tamper with emergency alarms, security alarm, fire extinguishers, emergency exit doors, emergency exit lights, emergency eye washers, emergency blankets, emergency posters, direction information, labels, signs, or any other such equipment or devices with the intent to deface, alter, manipulate, or interfere with its intended use.

B. No person shall intentionally and/or recklessly pull, play with, hang on, or otherwise manipulate emergency, and/or security alarms in any way that interferes with their intended use.

C. Information will be filed with Criminal Authorities for violations of the Pennsylvania Criminal Code when deemed necessary by school authorities.

FORGERY, ALTERATION OR FALSIFICATION OF SCHOOL COMMUNICATIONS

No student shall knowingly forge, alter, or otherwise falsify any school document or communications; nor shall any student assist nor procure any school document or communication to forge, alter, or falsify.

IDENTIFICATION

No student shall or refuse to identify him or herself properly and courteously when requested to do so by school personnel on the premises or at any school sponsored activity.

INSUBORDINATION

Students have an obligation to comply with reasonable requests from school personnel. Any student behavior, which undermines the authority of school personnel in the conduct of his/her school function, will not be tolerated, nor will any show of disrespect toward school authorities:

1. on the school premises during and immediately before or after school hours

2. on the school premises at any time when the school is being used by a school sponsored group, non-curricular related student group, and/or private non-school person(s) group
3. off school premises at any school activity, function, or event.

LIGHTED OBJECTS

The possession or use of any ignitable object on school property is strictly prohibited. Possession will result in confiscation and use will result in further disciplinary action.

OFF LIMITS

No student(s) shall be permitted to frequent areas, buildings, or establishments deemed as off limits by school authorities outside of the school day.

PARKING/AUTOMOBILES

- A. No student shall be permitted to park on school premises unless he/she has properly registered their vehicle and have received a parking permit.
- B. When arriving at school the student must immediately park his/her vehicle in the designated student parking area.
- C. Unauthorized or illegally parked vehicles may be towed away at the owner's expense.
- D. Students must maintain a speed at/under 5 M.P.H. when driving on school premises.
- E. Reckless driving, speeding, discourteous behavior and/or horseplay involving private vehicles while on school premises will not be tolerated.
- F. Students using automobiles to come to school do not have the right to leave school premises during their lunchtime, or any other time during school hours, except with proper authorization from the Principal or designee.
- G. Student drivers shall carry no other students as passengers unless their parents or guardians assume full responsibility and liability in case of an accident.
- H. Tardiness and absence from school as a result of breakdowns or problems arising from the use of private transportation cannot be accepted as a legal excuse since bus transportation is provided.
- I. No student is permitted to use another student's automobile.
- J. Parking permits are limited to those students having a valid need occasioned by participation in school activities, by after school employment involvement in an early release program, or by temporary necessity such as medical or dental appointments.
- K. Students are required to remove/relocate their vehicles from parking areas designated for after school activities at the conclusion of the regular school day.
- L. Violation of the parking rules/guidelines will result in the revoking of parking privileges and/or disciplinary action against the student for insubordination.
 1. First offense: Loss of parking privileges for 30 consecutive school days and disciplinary action.
 2. Second offense: Permanent loss of parking privileges and disciplinary action.
- M. A student's parking permit is for the authorized use of a parking space only. The school accepts no responsibility for stolen or damaged vehicles, or for stolen or damaged items transported in the vehicle.
- N. After school/work conditions will be approved by the administration and/or the board.

SEARCHES

- A. School lockers and other storage spaces are school property loaned to the student for the student's convenience and use for legitimate purposes only.
 1. School lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property and as such, are subject to periodic administrative inspections by school authorities. These inspections may be with or without

cause. The purposes of such inspections is not to collect evidence of wrong-doing on the part of a single student, but rather to allow school authorities responsible for appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health, safety and welfare of all students. Students are, therefore, warned not to store items in lockers, which they do not want to bring to the attention of school authorities.

2. Circumstances which put the safety of students or school officials at risk or could result in substantial property damage will constitute sufficient reason for the Principal or designee to search a locker or lockers as expeditiously as deemed necessary to preserve the health, safety, and welfare of the school population and the protection of school property.
3. School authorities may also open and/or search a student's locker if they have reasonable suspicion that a student has violated a rule or guideline set forth in the Student Code of Conduct. Examples of such violations are the reasonable suspicion that a student:
 - a. has stolen an article or money
 - b. possess obscene or abusive written or illustrative materials
 - c. possess forged, altered, or falsified school communications
 - d. has damaged the interior of the locker
 - e. has an unclean locker that presents a health or safety hazard
 - f. is in an unauthorized or unassigned locker
 - g. possess tobacco products, alcohol, drugs, or related paraphernalia
 - h. possess illegal contraband
4. Prior to such a locker search, the students shall be notified and given an opportunity to be present. Any inappropriate or illegal materials found in the locker will be seized and shall be used as evidence against the student in disciplinary proceedings.
5. However, where school authorities have reasonable suspicion that a locker contains materials, which pose a threat, welfare, and safety of students in the school, student lockers may be searched without prior warning and any contraband seized. Such material shall be used as evidence against the student in disciplinary proceedings. If reasonably possible, the student will be present for the search.
6. Blanket searches of every locker will be permitted in an emergency situation.
7. Students are responsible for the contents of the locker assigned to them. Therefore, it is important that students keep their lockers locked and do not give other students access to their locker. Unauthorized changes in lockers will not be tolerated.
8. Locker searches shall be conducted in the presence of another staff member.
9. The student shall be notified of the reason for the search of the locker.
10. All locks will be cut and removed at the end of the school year if left on the locker or at any time if so warranted.
11. The Principal or his designee shall be responsible for the safekeeping an/or proper disposal of any substance, object or material found to be unlawfully or improperly stored in a student's locker. In those cases, where a locker has been made available for inspection upon the request of a law enforcement official, the law enforcement official involved shall be responsible for the safekeeping and/or proper disposal of any unlawful substance, object or material found within the student's locker during the course of the search.
12. Evidence of a violation of the law, rules, regulations or policies of the School District, which has been seized during a search of the student's locker, may be used as evidence against the student in any subsequent disciplinary or legal proceedings.
13. Following the search of a student's locker, and upon substantial findings the Principal or designee shall submit a written report for permanent file indicating:
 - a. the date, time and place of the search
 - b. the name of the student(s) and the school official present

- c. a statement concerning the information which provided reasonable suspicion for the search
 - d. a statement of the student's explanation, if any, when confronted with the Principal or his designee's suspicions
 - e. a statement concerning whether or not the student elected to voluntarily open the locker
 - f. the result of the search.
14. All school officials involved in any manner with the search of a student's locker shall respect and maintain the privacy and confidentiality of each student whose locker is searched. Except as otherwise required by law, this policy, or internal procedures based on "need to know", no school official in any way involved shall reveal or discuss any information regarding any locker search.
- A. School authorities are authorized to conduct searches of student property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine, poses a threat to the health, welfare, and safety of students or is prohibited by School Board policy or by law.
- 1. Student property may include, but not be limited to, purses, book bags, coats, luggage, cars, and other such belongings.
 - 2. A school official of the same sex in the presence of a second witnessing school official will do such searches of student's property, if possible.
- B. Where school authorities have reasonable suspicion that a student has on his/her person materials which pose a threat to the health, welfare, and safety of students in the school, a pat-down search of such a student's person may be done by an administrator of the same sex, in the presence of a second witnessing school official. This pat-down search will be performed in an isolated area. This search may include the order for the student to empty the contents of his/her pockets and/or to turn such pockets inside out. This search shall not include the removal of any students clothing except for coats, shoes and outdoor garments.
- C. Contraband items found in the possession of a student will be used against the student in disciplinary, juvenile, or criminal proceedings.

SELLING OF MERCHANDISE

No student, school sponsored student group, non-school sponsored student group, or other individuals will be permitted to sell merchandise on school premises without the approval of the School Board.

SEXUAL HARASSMENT

- A. No person shall by use of force, touching, noise, coercion, threat, intimidation, fear, obscene language, obscene gestures, suggestive sexual actions or verbalizations or any other conduct that serves no legitimate school purpose, intentionally harass another person in a sexual manner. This applies to students and staff members.
- B. The High School administration will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.
- C. Disciplinary action will be instituted against any person whose actions or activities substantially or materially interfere with the student's educational performance, deny any student(s) the benefits or opportunities offered by the school district; substantially disrupt the school operations or activities; conduct constituting lewd, vulgar or profane expression; and/or which creates an intimidating, hostile, or offensive learning environment through conduct or activities which are pervasive or severe enough that it materially and adversely alters the condition of a student's educational environment or an employee's employment environment.
- D. The High School administration also recognizes that false accusations of sexual harassment can have serious effects on innocent people. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

E. The High School administration has developed the following outline to address, investigate, and resolve complaints involving sexual harassment:

1. Anyone who believes he/she has been subjected to sexual harassment shall report, in writing, all allegations of such conduct to the High School Principal.
2. The Principal, or his designee, will investigate all complaints.
3. If interviews are necessary, all information will be placed in written form for the complainant and/or the accused to sign as acknowledgement.
4. Where desired, the complainant, the accused, and the Principal or his designee will attempt to remedy the situation by reaching an initial agreement at a conciliation meeting.
5. At the conciliatory meeting, each party will be given an opportunity to state their position, and an opportunity to provide input to find a solution. At this time the principal or his designee will suggest remedies, which may be acceptable to both parties. The principal or his designee will make written record of the conciliation meeting, the subject, the outcome and who was present.
6. If the parties involved arrive at a mutually satisfactory remedy at the conciliation meeting, the remedy shall be placed in writing and each party shall acknowledge their satisfaction with the results via their signature.
7. If neither a conciliation meeting or further procedures are requested by the complainant, if the parties are unable to reach a mutually acceptable solution at a conciliation meeting, or if the Principal or his designee deem it necessary, a determination of appropriate disciplinary action made in response to the complaint.

STUDENT MEALS

A. Students may eat or drink only in the lunchroom during the time he/she is scheduled. No food or drink should be consumed during class change.

B. Student meals are restricted to those normally brought from home or provided by the school cafeteria.

1. Deliveries of food to the school, without the Principal or designee authorizing such deliveries is strictly prohibited.
2. The administration shall confiscate such material with no option of return.

C. All students will have a scheduled lunch period.

SUSPENSION

A. Suspension is exclusion from school for a period of from one to 10 consecutive school days.

1. The Principal, designee or any person in charge of the public school may administer suspensions.
2. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
3. The parents/guardians and the superintendent or his designee shall be notified immediately in writing when a student is suspended.
4. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.
 - a. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event, which led up to the suspension for the student.
 - (1). The informal hearing is meant to encourage the student's parents/guardians to meet with the Principal or designee to discuss ways by which future offenses can be avoided.

- (2). The following due process requirements are to be observed in regard to the informal hearing:
 - (a). notification of the reason for the suspension shall be given in writing to the parents/guardians and to the student
 - (b). sufficient notice of the time and place of the informal hearing shall be given
 - (c). a student shall be informed of his/her rights.
5. Suspensions may not be made to run consecutively beyond the 10 school day period.
6. Students shall have the responsibility and right to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
 - a. Students have the responsibility to communicate with their teachers while on suspension so as to ascertain books, papers, and other materials needed to complete work and prepare for exams missed due to suspension.
 - (1). Students may be required, and should be prepared, to take make up exams on the day they are readmitted to school after a suspension of one to five days. In extremely extenuating circumstances the teacher may extend the deadline a maximum of two school days.
 - (2). Students may be required, and should be prepared, to make up exams within five school days from the day they are readmitted to school after a suspension of six to ten days.
 - (3). Students may be required, and should be prepared, to turn in makeup work within two school days from the day they are readmitted to school after a suspension of one to five days. In extremely extenuating circumstances the teacher may extend the deadline a maximum of two additional school days.
 - (4). Students may be required, and should be prepared, to turn in makeup work within three school days from the day they are readmitted to school after a suspension of six to ten days. In extremely extenuating circumstances the teacher may extend the deadline a maximum of two additional school days.
 - (a). Students who fail to complete the necessary make up work or exams within the designated timelines will forfeit their right to do so and will receive a grade of zero for such non made-up work or exams.
 - (b). Students returning from a suspension shall not be required to take unannounced quizzes on the day of their return, but will be required to take a make-up quiz the next school day. In extremely extenuating circumstances the teacher may extend the deadline a maximum of two days.
- B. Any student(s) who are present on school premises during the term of suspension without written authorization from the Principal or designee may be prosecuted for trespassing or have additional days added to the suspension.

TARDINESS TO CLASS

- A. Students shall enter their classrooms without delay, go directly to their seats and await instructions from the teacher.
- B. Students are tardy to class if they are not in their assigned classroom by the time the bell rings.
- C. Habitual, excessive or flagrant tardiness will not be tolerated and shall result in disciplinary action.

TECHNOLOGY

See Electronic Device Handbook

TERRORISTIC THREATS/ACTS POLICY PURPOSE

The Board recognizes the danger that terroristic threats and acts by student present to the safety and welfare of district students, staff and community. The board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act – shall mean an offense against property or involving danger to another person.

- **AUTHORITY**

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

- **DELEGATION OF RESPONSIBILITY**

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative regulations to implement this policy.

Staff members and student shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

- **GUIDELINES**

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent shall report the student to law enforcement officials.
4. The Superintendent shall recommend expulsion of the student to the Board.
5. In situations where the safety of all of the students is in danger, the Superintendent will send a written notification to parents of the students.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provides competent and credible evidence that the student does not pose a risk of harm to others.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board Policy.

Statutory References: Individuals with Disabilities Education Act, as amended, 20 USC Section 1400; PA Crimes Code, 18 Pa. Cons. Stat. Ann., Sections 2706, 2301-3201, 3301-4101.

TOBACCO/ELECTRONIC CIGARETTES "VAPES"

- A. The possession and/or use of any tobacco products or look-alikes by students will not be permitted in school buildings, on school transportation, on school property, owned by, leased by or under the control of the school district, and is subject to school discipline.
- B. No student may sell or otherwise furnish tobacco or look-alikes in any form. The penalty for such action may be the referring of said individual to Criminal Authorities, which may result in a summary charge that carries a monetary fine.
- C. A student either using or in possession of any tobacco products or look-alikes on school premises could be issued a citation.

WEAPONS AND DANGEROUS INSTRUMENTS

- A. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered as a weapon.
- B. This rule does not apply to normal school supplies like pencils or compasses unless such instruments are utilized in such manner as to reasonably be construed as weapons or dangerous instruments.
- C. This rule does apply to but is not limited to any tool, instrument or implement capable, or having the appearance of being capable, of inflicting bodily injury and possessed or used under circumstances not manifestly appropriate for or reasonably related to educational. As used herein, the term “weapon” shall include, but not be limited to any knife, razor, cutting instrument, ice-pick, cutting tool, club, chains, blackjack, metal knuckles, firecrackers, explosive device, nun-chuck stick, shotgun rifle, firearm, starter’s pistol, gun or similar device from which a projective may be discharged (including a pellet gun, B.B. gun, etc.) and firearm or other weapon which is not loaded or which lacks a component part or device necessary to render it immediately operable – including firecrackers, teargas canisters, smoke bomb, or other incendiary devices, squirt guns, water balloons, bean-shooters, slingshots, and other dangerous objects, tools, instruments, or implements capable of directly and/or indirectly inflicting bodily injury, and is of no reasonable use to a student at school, or any other device or instrument which, in the manner in which it is used or intended to be used, is calculated or likely to produce bodily injury.
- D. Information will be filed with Criminal Authorities for violations of the Pennsylvania Criminal Code when deemed necessary by school authorities.

STUDENT CODE OF CONDUCT

In an effort to communicate student behavior expectations to parents, staff and students, the following chart shall serve to provide a basis upon which student offenses shall be handled in grades 7-12.

LEVEL I misconduct involves minor behavior 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. A proper and accurate record of the offense and disciplinary action must be maintained by the staff member. In the following chart, the LEVEL I offenses begin with those acts of misconduct that are repetitive and that the classroom teacher has handled without success.

It is hoped that presenting this information to both parents and students will act as a deterrent to any future behavior problems.

Students at Charters-Houston have gained a reputation for conducting themselves in a manner befitting ladies and gentlemen. Expectations of proper student conduct have proved to be a reinforcement for academic success in the classroom. Our greatest desire is that the offenses listed below shall never have to be addressed during the course of the coming school year.

LEVEL I

Classification of Offenses:

Level I Offenses shall include those minor disturbances created by a student that disrupt the normal teaching situation but which can usually be handled by the individual classroom teacher alone.

Level I Offenses include but are not limited to:

- Misbehavior or misconduct on school bus
- Unexcused class tardiness
- Disruptiveness in the classroom
- Failure to complete assignments

- Failure to carry out directions
- Failure to bring appropriate materials to class
- Lying
- Abusive language
- Possession/wearing of inappropriate clothing, jewelry or other items, or the wearing of such items in an appropriate manner.
- Running in classrooms, hallways, etc.
- Pushing and shoving
- Eating during instructional time
- Failure to properly register controlled substance, drug, prescription drug, or related device or paraphernalia with School Nurse
- Minor defacement of school property (e.g., placement of gum under chairs)
- Throwing snowballs while on school property

OTHER DISCIPLINARY OPTIONS/RESPONSES

The teacher or other staff member who observes the misconduct will be responsible for discipline. The student may be subjected to an oral reprimand, parental notification/conference, isolation within the classroom, after school detention, referral to the Building Administrator for suspension in accordance with the procedures set forth herein and/or loss of privileges. In the discretion of the teacher or staff member involved, the Building Administrator may be notified. In addition, after repeated offenses the student will be referred to the Building Administrator for further disciplinary action.

Your school privileges may be withdrawn for a period of time up to the remainder of the school year because of your misbehavior. This may include but not be limited to; restricting you from attending assemblies and student trips; removal from extra-curricular activities and groups; removal from school related events; and losing your driving privileges.

In all cases where a conference with the student's parent or legal guardian is scheduled, the Building Administrator shall be notified.

In all cases where the student is assigned to detention or similar disciplinary action, the student's parent or legal guardian shall be notified of the offense and the disciplinary response by the teacher.

A proper and accurate record of all offenses and disciplinary action taken shall be maintained by the classroom teacher.

LEVEL II

Classification of Offenses:

Level II offenses shall encompass misbehavior, the frequency and /or seriousness of which tends to disrupt the educational climate within the school. A Level II offense may result from the continuation of unmodified Level I misconduct. This classification may also include, but shall not be limited to:

- Insubordination
- Cutting class
- Cheating
- Falsification of records including administrative documents such as excuses and passes
- Truancy
- Unauthorized departure from school grounds
- Unauthorized transportation to and/or from school and /or school sponsored activities or events
- Use of profane, vulgar, or obscene language and /or gestures
- Verbal intimidation of students and/or school personnel
- Smoking/use/possession of tobacco or vape/electronic cigarette on school district property

- Knowing possession or use of controlled substance, prescription drug, look alike drug, or alcohol (This offense shall be considered a Level II * Offense only if it is the first occasion of the offense and if the student cooperates with Staff/Administration. Otherwise, it will be considered as a Level III Offense).
- Possession of drug paraphernalia
- Unauthorized possession of a cellular device
- Unauthorized use of school equipment for personal gain/benefit/amusement, including but not limited to unauthorized use of the School district's computer equipment

DISCIPLINARY OPTIONS/RESPONSES

The student shall be immediately referred to the Building Administrator for appropriate disciplinary action. At the discretion of the Administrator to whom the student is referred, a conference with the student's parents or legal guardians may be held. The Administration may also, in its discretion, involve appropriate police authorities. In each case involving drugs, prescription drugs, look-alike drugs, anabolic steroids, or alcoholic beverages, and/or when the police are involved, the Superintendent shall be notified to determine possible further disciplinary action, such as the commencement of expulsion proceedings before the Board of School Directors.

In addition, the student may be assigned to after school detention, out-of-school suspension, or may be subjected to additional disciplinary measures as may be outlined in Board Policy. The student also may be removed from activities. The student may also be suspended from school subject to the restrictions set forth herein.

A student's knowing possession or use of a controlled substance, prescription drug, look-alike drug, or alcoholic beverage and refusal to cooperate with the Administration may result in the student's suspension and/or expulsion.

In all cases of Level II misconduct, the student's parent or legal guardian shall be notified of the offense and the disciplinary response.

In all cases where the student is suspended or where more severe sanctions are contemplated, and/or where the police are involved, the student's parent or legal guardian and the Superintendent shall be immediately notified in writing.

A proper and accurate record of the offense and the disciplinary action taken shall be maintained by the Building Administrator.

LEVEL III

Classification of Offenses:

Level III offenses may result from the continuation of unmodified Level I or Level II misconduct. This classification of offenses shall also include, but not be limited to:

- Destruction of property
- Theft/attempted theft
- Breaking/entering another person's locker or desk
- Physical abuse of others/fighting
- Student knowingly possesses, use or is under the influence of a controlled substance, look-alike drug, anabolic steroid, prescription drug or alcoholic beverage. (Second/subsequent offense)
- Student possesses a weapon or look-alike weapon without authorization. (This offense shall be considered a Level III offense only if it is the first occasion of the offense; otherwise it will be considered a Level IV offense)
- Unauthorized possession of crowd-control devices (first offense)
- Second/subsequent occasion on which student possesses a cellular device.
- Second/subsequent occasion on which a student uses school district property (including but not limited to, computer equipment) without authorization

- Unauthorized entry of information into, or tampering with, the School District's computer network system
- Conspiring to commit or solicitation to induce another student to violate any of the above Level III offenses or any of the policy of the Chartiers-Houston School District.

DISCIPLINARY OPTIONS/RESPONSES

The student shall be immediately referred to the Building Administrator for appropriate disciplinary action. The administrator to whom the student has been referred shall investigate the reported Level III offense and confer with the professional staff. The administrator shall meet with the student to discuss the misconduct and to inform the student that he/she shall be suspended, or, with respect to a student involved in Level III Offenses with controlled substances, look-alike drugs, prescription drugs, anabolic steroids, alcoholic beverages, weapons or look-alike weapons, that a suspension will occur or an expulsion hearing may be held. This classification of offense may require the intervention of law enforcement authorities.

In all cases of Level III misconduct a student's parent or legal guardian and the Superintendent shall be immediately notified in writing of the offense and disciplinary response.

A proper and accurate record of the offense and the disciplinary action taken shall be maintained by the Building Administrator.

LEVEL IV

Classification of Offenses:

Level IV offenses may result from the continuation of unmodified lower level misconduct. Level IV offenses shall also include acts resulting in violence to persons or property, or which pose a direct threat to the safety of others within the School. This classification of offense, the severity of which may require removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board of School directors, shall include but not be limited to:

- Vandalism
- Falsely activating the fire alarm
- Indecent exposure
- Possession/sale of stolen property
- Extortion
- Arson/possession of incendiary items and/or materials
- Bomb threats/ terroristic threats
- Incitement to riot
- Possession/use/transfer of weapons, and/or look-alike weapons
- Transfer, sale or distribution of a controlled substance, prescription drug, look alike drug or alcoholic beverage
- Assault/Battery
- Unauthorized possession/use/transfer of a crowd control device
- Conspiring to commit or solicitation to induce another student to violate any of the above Level IV offenses or any other policy of the Chartiers-Houston School District
- Indecent contact, deviate sexual intercourse, and /or sexual intercourse between students regardless of their respective ages and regardless of whether there is consent.
- Statutory rape/rape
- Other violations of the Pennsylvania Crimes Code

DISCIPLINARY OPTIONS/RESPONSES

The student shall be immediately referred to the Building Administrator. The Administrator to whom the student had been referred shall immediately investigate and verify the Level IV offense, confer with the staff members involved, and meet with the student to discuss the misconduct. The Administration may, in its discretion, involve appropriate law enforcement authorities. The student shall be issued a

suspension from school, and the student's parent or legal guardian shall be immediately notified in writing. The Building Administrator shall promptly notify the Superintendent of the School District, and prepare a complete report.

Subsequent disciplinary measures shall include extension of the suspension period, for a period not in excess of ten (10) consecutive days, with or without a recommendation for further action by the Board of School Directors. Disciplinary actions may further include expulsion by the Board of School Directors, following a formal hearing as provided herein, and/or notification of law enforcement authorities.

Students defined as "eligible students" under the Special Education Regulations and Standards may be entitled to additional and/or different procedural protections than those otherwise set forth herein.

CHARTIERS-HOUSTON SCHOOL DISTRICT

Policy No. 271

Section: Pupils

POLICY GUIDE

Title: BULLYING

Adopted: December 8, 2008

**Revised: October 17, 2011;
May 8, 2017**

**Reviewed by District Solicitor as required by
Office for Safe Schools September 5, 2014**

**Reviewed by District Solicitor as required by
Office of Safe Schools on April 7, 2017**

PURPOSE

The Charters-Houston School District recognizes that a student's ability to learn, and the District's ability to safely educate its students, is adversely affected by bullying. The School District seeks to avoid these adverse effects and maintain the safety of the school environment.

DEFINITIONS

Bullying - An intentional electronic, written, verbal or physical act, or series of acts:

- (1) directed at another student or students;
- (2) which occurs in a school setting;
- (3) that is severe, persistent or pervasive; and
- (4) that has the effect of doing any of the following:
 - (i) substantially interfering with a student's education;
 - (ii) creating a threatening environment; or
 - (iii) substantially disrupting the orderly operation of the school.

Bullying also includes the encouragement or condoning of any of the behaviors listed above.

Bullying creates an imbalance of power between the student- victim and the perpetrator, and the repeated and willful targeting of the student- victim adversely impacts

upon his/her ability to properly participate in or fully benefit from the School District's educational program.

School Setting - The school, on school grounds/property, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school (whether on school property or not), and/or through the use of School District equipment and resources (including but not limited to, School District computers and internet connections).

GENERAL GUIDELINES

1. It shall be a violation of this Policy for any student to engage in, encourage and/or condone, or communicate, any form of bullying. It shall also be a violation of this Policy for any employee, approved volunteer or chaperone of the School District to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, through the use of school district equipment and resources (including but not limited to, school district computers and Internet connections), at school district functions (whether on school property or not), and/or on school district provided transportation.

2. Students who believe this Policy has been violated may report violations to the classroom teacher, the building principal, or the volunteer, sponsor or chaperone in charge of the activity in which the violation is believed to have occurred.

3. School District employees, volunteers, sponsors and chaperones are required to report alleged violations of this Policy to the Building Principal or the Superintendent, who will investigate the matter in accordance with the procedures set forth herein.

4. The Administration is directed to evaluate the need, if any, for District-wide or building-level bullying prevention programs, and to report its findings to the Board of School Directors with appropriate recommendations.

5. The Administration is directed to continue to assess, and to make recommendations to the Board of School Directors, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.

DISSEMINATION OF POLICY

This Bullying Policy will be disseminated annually to all school staff, students, and parents. This Policy and the procedures herein for reporting bullying incidents shall be reviewed by the District with students at least once each school year. It will be distributed each year to all students with a copy of the Student Handbook, or will be incorporated into the Handbook. Building administrators will develop a procedure for discussing the Policy with students in individual buildings. The Policy will also be posted on the District web page and published at a minimum of once each year in the District newsletter. Copies of the Bullying Policy shall be posted in all classrooms, and at a prominent location within each school building, where such notices are usually posted, and information on the Bullying Policy will also be incorporated in training programs for all new school employees, as well as being referenced in the staff handbooks.

In addition, the Administration will develop procedures for training all chaperones, approved volunteers, and sponsors on the Policy.

The District shall review this Policy every three years and shall annually provide the Office for Safe Schools with a copy of this Policy, and shall include information related to development and implementation of any bullying prevention, intervention and education programs. Such information shall be attached to or made part of the District's annual report to the Office for Safe Schools.

GENERAL PROCEDURES RELATING TO COMPLAINT

Each student shall be advised that the fact that he/she alleges bullying by another student or who reports an incident of bullying will not reflect upon the student's status. Any retaliation based upon a student's good faith initiation of a complaint, participation in the investigation of a complaint or provision of information relating to a bullying complaint is prohibited and will result in disciplinary action. If any student believes he or she is being retaliated against for filing a complaint under this policy, or the student's parent believes that his/her child is being retaliated against for filing a complaint under this policy, he or she shall report the retaliations in the same manner as indicated below.

The Principal of the grade level to which the alleged victim is assigned will investigate all complaints., PROVIDED HOWEVER, that if the complaint alleges that the perpetrator of the bullying is an Administrator or Supervisor employed by the School District and it is alleged that the Administrator or Supervisor encouraged, condoned, or turned a blind eye to the bullying of the alleged student-victim, the Superintendent or his designee shall investigate the complaint.

INVESTIGATION PROCEDURE

1. Separate interviews of the Complainant and the alleged bully will be conducted and all information will be documented in written form on Form A. Each of the involved individuals will be asked to sign an Acknowledgment of the statements provided during the interview. At the time of the interview, a copy of this Policy will be provided to the individuals involved and the Policy and complaint procedure will be reviewed with each individual.

2. During the interviews each individual will be given the opportunity to state his/her side of the incident, to identify any witnesses to corroborate his/her statements, and to provide input as to the possible resolution of the situation. Each student may have his or her parent or guardian present during the interview and parental involvement in this process will be encouraged.

If the appropriate Principal/Superintendent determines that measures are required during the period of investigation to alleviate the potential bullying, such a separation of the alleged victim and the alleged bully or close monitoring of the alleged bully, such measures shall be taken until the investigation is completed.

3. A fact-finding investigation will be conducted and a written record of the fact-finding investigation including witness interviews, findings of the investigation and recommended action shall be set forth on Form B.

4. The results of the fact-finding investigation, including any recommended action will be shared with the Complainant and with the accused bully.

5. If the Building Principal has conducted the investigation, he/she shall report his/her findings to the Superintendent. The Superintendent may consult with the Solicitor or special counsel as appropriate, in instances where disciplinary action is contemplated.

6. If the investigation results in a finding that a student has engaged in bullying in violation of this Policy, the appropriate Principal shall determine the appropriate discipline to be imposed, which may include, but not be limited to, suspension from school, or a recommendation to the Superintendent that the student be expelled from school following a hearing before a committee of the Board or the Board. In determining the level of discipline to be imposed, the Building Principal shall consider:

- a. the prior disciplinary record of the student-perpetrator;
- b. the relative ages and maturity levels of the students;
- c. the nature and frequency of the inappropriate conduct by the student-perpetrator toward the student-victim;
- d. the degree of harm experienced by the student-victim;
- e. the extent, if any, to which the student-perpetrator encouraged or involved other students of the bullying of the student-victim;
- f. any other circumstances or factors deemed relevant on this issue.

7. If it is determined that an employee, volunteer, sponsor or chaperone has encouraged and/or condoned through action or lack of action any form of bullying, the Superintendent shall consult with the Solicitor, or special counsel, as appropriate, in instances where disciplinary action may need to be taken. The Superintendent may suspend any accused employee, pending a hearing if required. In situations of volunteers, sponsors, and/or chaperones, appropriate action will be taken which could include revocation of volunteer status, termination of their permission to enter school grounds and/or notification of law enforcement agencies, if appropriate.

Legal Authority and References:

**Sections 1302A© and 1303.1A of the Public School Code of 1949, as amended, 24 P.S.
Sections 13-1302A© and 1303.1A**

INCIDENT REPORT BULLYING POLICY

1. Name of Complainant_____
 2. Date(s)/Time(s) of Alleged Incident(s)_____
 3. a. Notification of Complainant's Parent(s)/Guardian(s)_____

Date
 - b. Notification of Accused's Parent(s)/Guardian(s)_____

Date
 4. Location of Alleged Incident(s)_____
 5. Accused Party_____
 6. Witnesses to the Alleged Incident_____

 7. Description of Incident_____

- Additional pages attached () yes () no
8. Other pertinent history and/or information_____

- Additional pages attached () yes () no
9. Were the Civil Authorities notified? () yes () no
 10. Do you wish to have a conciliatory meeting? () yes () no*

*If no, fact-finding will take place.

Signature of Complainant

Date

*Attach incident report to fact-finding sheet when appropriate

**FACT-FINDING FORM
BULLYING**

1. Accused party notified of the complaint _____ Date _____

2. Accused party provided an opportunity to respond () yes () no
*If no, why not?

*Additional statement attached. () yes () no

3. Witness Interviewed _____ Date _____
Statement _____

*Additional statement attached. () yes () no

4. Witness Interviewed _____ Date _____
Statement _____

*Additional statement attached. () yes () no

5. Witness Interviewed _____ Date _____
Statement _____

*Additional statement attached. () yes () no

6. Summary of Findings _____

7. Recommended Action by Investigator _____

8. Fact-finding results and recommended action shared with:

a. Parent(s)/Guardian(s) of the Accused _____ Date _____

b. Complainant _____ Date _____

c. Complainant _____ Reviewed policy () yes () no
Signature*

d. Accused Party _____ Reviewed policy () yes () no
Signature*

*Signature does not necessarily connote agreement with the results and/or recommendation, but only that the information (exclusive of disciplinary action taken toward the accused) was provided.

OFFENSE:	1 st	2 nd	3 rd	4 th
DISRUPTION/DISRESPECT MISCONDUCT	1 HR ASD	2 HR ASD	1 Day ISS	1 Day ISS
RACIAL/SEXIST COMMENTS/BEHAVIOR	3 Day OSS	5 Day OSS	Admin. Decision	Admin Decision
CELLPHONE VIOLATION	Confiscate-parent pick-up for each offense		2 HR ASD	1 Day ISS
INAPPROPRIATE USE OF TECHNOLOGY	Administrative Discretion (ex. Removal, ASD, ISS, OSS, Criminal Complaint)			
CAFÉ INCIDENT	Administrative Discretion (ex. Removal, ASD, ISS, OSS, Criminal Complaint)			
BUS MISCONDUCT	Conference with Principal Admin. Decision	Parent Conference Temporary Suspension bus privileges up to 4 wks.	Parent Conference Possible bus privileges Suspended indefinitely	
TARDY TO CLASS W/O WRITTEN EXCUSE (Per Semester)	3 TTC 1 HR ASD	6 TTC 2 HR ASD	9 TTC 1 Day ISS	12 TTC 1 Day ISS
TARDY TO SCHOOL	In handbook			
SKIPPING SCHOOL	1 Day ISS	2 Days ISS	Admin. Decision (Criminal Complaint) Days will be marked as UNEXCUSED and students will receive a ZERO for all work missed.	
POSSESSION/USE OF TOBACCO PRODUCT(S) VAPES OR LOOK-ALIKES	1 Day OSS/CC (CC = Criminal Complaint)	1 Day OSS/CC	3 Days OSS/CC	5 Days OSS/CC
VANDALISM	Restitution – Possible police notification/restitution – Administrative Discretion			
FIGHTING/ASSAULT	3 Days OSS	5 Days OSS	7 Days OSS	10 Days OSS
 Possible police notification/charges filed.....			
THEFT	Administrative decision – Possible police notification/restitution – Based on monetary value			
D/A OFFENSES	As per Drug and Alcohol Policy #236/In Handbook			
OUT OF/LEAVING ASSIGNED AREA	1 HR ASD	2 HR ASD	1 Day ISS	2 Days ISS
CUT CLASS	1 HR ASD No class credit for classes missed.	2 HR ASD	3 HR ASD	1 Day ISS
LEAVING SCHOOL W/O PERMISSION	1 Day ISS Loss of driving privileges (minimum 4 weeks)/No class credit for classes missed.	2 Days ISS	3 Days ISS	Criminal Complaint
PROFANITY/VULGARITY	2 HR ASD	3 HR ASD	1 Day ISS	2 Days ISS
VERBAL THREAT TO STUDENT	-----Possible 1–10 days OSS (possible Criminal Complaint – intervention referral)			
INAPPROPRIATE SHOW OF AFFECTION	Parental contact	2 HR ASD	1 Day ISS	Admin. Decision
INSUBORDINATE/DISRESPECT TO STAFF MEMBER	1 Day OSS	3 Days OSS	5 Days OSS	7 Days OSS
PROFANITY/VULGARITY STRIKING A STAFF MAMBER	3 Days OSS (Minimum) 10 Days OSS/Police notification/Evaluation/Expulsion	5 Days OSS	7 Days OSS	10 Days OSS
BOMB THREAT	(Minimum) 10 Days OSS/Police notification/Evaluation/Expulsion			
FALSE FIRE ALARM	(Minimum) 10 Days OSS/Police notification/Evaluation/Expulsion			

******* ADMINISTRATIVE DISCRETION MAY BE USED FOR ANY OFFENSE*******

*******PRIVILEGES (ACTIVITIES) CAN AND WILL BE REMOVED AT THE DISCRETION OF THE ADMINISTRATION*******

CHARTIERS-HOUSTON JR.-SR. HIGH SCHOOL
2050 West Pike Street – Houston, PA. 15342
724-745-3350

Dear Parent/Guardian, Student:

Welcome to the 2023-2024 school year. We have worked hard and planned all summer in anticipation of beginning an exciting and rewarding year with your child. In order to ensure a successful year, we need your continual help and support in establishing guidelines that will direct our actions throughout the course of your child's educational experience. In order to verify that both parents/guardians and students have received a copy of the attached item you are each asked to **sign each section** of this page and RETURN it to your FIRST PERIOD teacher by FRIDAY, SEPTEMBER 8, 2023.

DISTRIBUTION OF RIGHTS AND RESPONSIBILITIES (STUDENT HANDBOOK)

The Pennsylvania School Code – Chapter 12 requires that each school district secure and maintain documentation that all students and their parents/guardians have been informed of Student Rights, Student Responsibilities and school rules/procedures. Your signature acknowledges receipt that you reviewed online and/or obtained a copy of the following: Student Rights, Student Responsibilities, Chartiers-Houston School District rules and disciplinary procedures. **The student handbook is subject to change yearly and the most current handbook is available by the start of school on our website. By signing this you acknowledge that each year you will read the updated policy upon your child's return to school.**

Student's Signature

Parent/Guardian Signature(s)

STUDENT PERMISSION TO USE THE INTERNET/ DISTRICT NETWORK

The use of the Internet has become a vital role in today's educational setting. However, with these advances in technology, some risks are incurred. The Chartiers-Houston School District will use its best efforts to block inappropriate access and limit use only to those areas that are age appropriate and of educational value. The handbook you received contains the Chartiers-Houston Responsible Use Guidelines for Users.

As a student, your signature signifies that you have read, understand, and will accept and abide by the guidelines. Any violation of these provisions will result in your loss of use privileges, suspension from school, and/or appropriate legal action.

As a parent, you recognize the importance of your child becoming technologically aware in an increasingly technological society, and your signature acknowledges that you are giving permission for this year and following years of attendance at Chartiers-Houston for your child to use the Internet access provided by the School District. Should you wish to opt-out you must contact the office.

Student's Signature

Parent/Guardian Signature(s)

PUBLIC NOTICE

DIRECTORY INFORMATION: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information **may include**, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports, height and weight of members of an athletic team, degrees, honors and awards received, and the most recent educational agency or institution attended. Directory information **does not include** a student's social security number or student ID number.

The District shall give public notice of such designation and of the right of parents or guardians to **opt out** of disclosure of such information.

Your signature acknowledges that you are giving permission for this year and following years of attendance at Chartiers-Houston. Should you wish to opt-out you must contact the office.

Student's Signature

Parent/Guardian Signature(s)

Student Name _____ Date _____ Grade _____
(Please Print)

**PLEASE REVIEW STUDENT HANDBOOK ONLINE (HARD COPIES CAN BE PICKED UP IN HIGH SCHOOL OFFICE IF NEEDED.
** RETURN THIS PAGE TO YOUR FIRST PERIOD TEACHER BY FRIDAY, SEPTEMBER 8, 2023 ****