

# Chartiers Valley High School



Student  
Handbook  
2018-2019

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Principals' Welcome	4
Chartiers Valley School District Mission Statement	5
School Colors, Motto, Mascot and Alma Mater	5
I. Academics	
A. Change of Schedule	6
B. Grading Procedures	6-7
C. Graduation Requirements	7-8
D. Make-up Work	8
E. Physical Education and Health	8
F. Sequential Courses	8
G. Transcripts and Letters of Reference	8
H. Student Services	9
II. General Information	
A. Accidents	9
B. Announcements	9
C. Assemblies	9
D. Cafeteria	9
E. Early Dismissals and Leaving School Grounds	10
F. Emergency School Closings	10
G. Fire Drills	11
H. Hall Pass	11
I. High School Office	11
J. Illness and Medication	11
K. Juvenile History Record Information	11
L. Digital Media Center	12
M. Lockers	12
N. Lost and Found	12
O. Lost or Damaged School Materials	12
P. Middle School Closed to High School Students	12
Q. Non-Instructional Items	12
R. Posting or Distributing Materials	12
S. Restroom Usage	12
T. Student Accident Insurance	13
U. Student Assistance Program (SAP)	13
V. Student Driving and Parking	13
W. Student ID Cards	15
X. Telephone Calls	15
Y. Valuables	15
Z. Visitors	15

III.	Student Conduct	
	A. Academic Integrity	15
	B. Authority	16
	C. Discipline Procedure Guidelines	16
	D. Code of Conduct	16-18
	E. Computer Tampering	19
	F. Denial of Participation in Extracurricular Activities	20
	G. Detention Procedures	20
	H. Drug and Alcohol	20
	I. Legal Consequences	20
	J. Out-of-School (External) Suspension	20
	K. Recording without Permission Prohibited	20
	L. Reporting Unsafe and Dangerous Acts	20
	M. School Bus Rules	21
	N. School Dress	22
	O. Searches	22
	P. Threats	22
	Q. Tobacco Products	22
	R. Weapons	23
	S. Unauthorized Areas	23
IV.	Attendance	
	A. Attendance Policy	23
	B. Truancy Procedures	23
V.	District Policies	25-70

## Principals' Welcome

We would like to extend a warm welcome to all students. The administration, faculty, and staff of Chartiers Valley High School have worked very hard to ensure that you can learn in an academically rigorous, socially enjoyable, and physically safe environment. We hope you grow both academically and socially. It is our hope that this student handbook will answer many questions you may have.

We encourage you to become active and Chartiers Valley High School offers numerous organizations, activities, and sports from which to choose. Students who are engaged in school activities become active participants in the school's culture. These activities serve as a way to increase your ability to collaborate with others and work as a member of a team. These are qualities that employers, colleges, and the military value. Participation in extracurricular activities also helps to develop leadership skills and is shown to improve grades.

This handbook also includes information about how to prepare for your future after high school. There is a wealth of information available at school and on-line to assist in defining and identifying your interests and skills.

High school offers many choices and the willingness to seek assistance as you navigate the myriad of choices and situations is a life-long skill. Choices may arise about academic or social issues. Teachers, counselors, and principals are on hand daily to assist with any issues you may want to discuss.

In order to provide the safest learning environment possible, a Code of Conduct has been established with your safety in mind. This handbook contains the rules and regulations of the high school, and the School Board Policies designed to enhance learning and prevent problems. It is your responsibility to read the Code of Conduct and abide by it. We all share the same learning environment and must respect the rules that have been created to provide safety for everyone. If you have any questions or need more information, please ask your teachers, counselors, or principals.

Finally, we wish you much success in the coming year. We hope you set goals and achieve them. Have a tremendous school year!

Patrick Myers  
Principal

Robert Butts  
Assistant Principal

## The Mission of Chartiers Valley School District

A community dedicated to shared leadership, is to graduate students who achieve personal success by providing an exceptional academic foundation in a safe, nurturing environment that inspires creativity and innovation while embracing diversity.

### SCHOOL COLORS

Red and Blue

### MOTTO

Character, Virtue, Honor and Scholarship

### MASCOT

The Colt

### ALMA MATER

*Glorious things of thee are spoken,  
Home of the red and blue.  
N'er to fail and 'ere to conquer,  
To thy name we'll always be true.  
Spirits lasting thro' the ages,  
Never ceasing to proclaim.  
Chartiers Valley, now we praise thee,  
And may we ever cherish thy name.*

(Words by the Chartiers Valley Senior High School's  
Chapter of the National Honor Society)

## I. ACADEMICS

### A. CHANGE OF SCHEDULE

Students should refer to the Academic Handbook for information regarding policies on schedule changes.

### B. GRADING PROCEDURES

Evaluation of the student's classroom performance and progress will be based on a system of points which will be converted to a percent and letter grade. The following scale will be used by all high school teachers when converting points to a percent and letter grade:

#### STANDARD AND ADVANCED COURSES

Letter Grade	%	QP	Letter Grade	%	QP	Letter Grade	%	QP
A+	97-100	4.5	A	93-96	4.25	A-	90-92	4.0
B+	87-89	3.5	B	83-86	3.25	B-	80-82	3.0
C+	78-79	2.5	C	73-76	2.25	C-	70-72	2.0
D+	68-69	1.5	D	63-66	1.25	D-	60-62	1.0
F	0-59	0	F	0-59	0	F	0-59	0

#### HONORS AND CIHS COURSES

Letter Grade	%	QP	Letter Grade	%	QP	Letter Grade	%	QP
A+	97-100	5.0	A	93-96	4.75	A-	90-92	4.5
B+	87-89	4.0	B	83-86	3.75	B-	80-82	3.5
C+	78-79	3.0	C	73-76	2.75	C-	70-72	2.5
D+	68-69	2.0	D	63-66	1.75	D-	60-62	1.5
F	0-59	0	F	0-59	0	F	0-59	0

#### ADVANCED PLACEMENT COURSES

Letter Grade	%	QP	Letter Grade	%	QP	Letter Grade	%	QP
A+	97-100	5.5	A	93-96	5.25	A-	90-92	5.0
B+	87-89	4.5	B	83-86	4.25	B-	80-82	4.0
C+	78-79	3.5	C	73-76	3.25	C-	70-72	3.0
D+	68-69	2.5	D	63-66	2.25	D-	60-62	2.0
F	0-59	0	F	0-59	0	F	0-59	0

The minimum percent for passing is 60 percent. The usual percent range for an "F" grade given at the end of any nine week grading period will be 50-59% so as to prevent the likelihood of destroying a student's motivation. A student may earn lower than a 50% with documentation of interventions by teacher and administrative approval.

Modifications to the grading procedure may be necessary to satisfy the requirements of the individualized education plans when appropriate.

### Grade Reporting/Report Cards

Grades will be issued at the conclusion of each quarterly grading period (9-weeks). Student report cards will not be printed and mailed home at the conclusion of the first three quarters. Rather, parents and students may access final quarterly and semester grades via Infinite Campus. Paper copies of the final report card will be sent home via postal mail at the conclusion of the school year. If you would like a paper copy of a quarterly report card, please contact the main office and a hard-copy will be prepared for you. The following procedures will be used to determine grades for each of the grading periods:

**Mid-term examinations** are an option for course instructors. When utilized, the mid-term examination score will be reflected on the students' report cards as a percentage and will change how grades are calculated at the semester and final grade levels.

**Final exams examinations** covering materials from the each of the four grading periods will be given in all the major disciplines. Students taking AP courses will have the option of taking the AP exam or the course final exam. The final examination shall count as 20 percent of the final grade unless the teacher utilizes a mid-term exam during the first semester.

### Quarterly Grades

To calculate a quarterly (9-week) grade, the points earned in each class will be totaled and converted to a percentage.

### Grade calculations without a mid-term exam:

- Semester 1: Average of quarters 1 and 2
- Semester 2: Average of quarters 3 and 4 final percentages (80% of second-semester grade); final exam (20% of second semester grade)
- Final Grade: Average of semesters 1 and 2

### Grade calculations with a mid-term exam:

- Semester 1: Average of quarter 1 and 2 final percentages (80% of first-semester grade); mid-term exam (20% of first semester grade)
- Semester 2: Average of quarters 3 and 4 final percentages (80% of second-semester grade); final exam (20% of second semester grade)
- Final Grade: Average of semesters 1 and 2 final percentages

## C. GRADUATION REQUIREMENTS

English	4 credits
American Cultures	2 credits
World Cultures	1 credit
Mathematics	3 credits
Science	3 credits
Physical Education	1 credit (1/4 credit/yr.)
Health	1 credit (1/2 credit, Gr. 9 & 10)
Arts/Humanities	3 credits *
Technology	1 credit **

Electives	8 credits
Advisory	1 credit
Keystone Proficiency	

- \* Arts-Humanities courses that will satisfy this requirement include Physical Expression and Movement, Dance, Art, Music, Modern Language, Engineering, Applied Engineering & Technology, Family and Consumer Sciences, and certain courses in the English and Social Studies departments.
- \*\* One Technology credit is required and can be selected from Business, Technology education, Performing Arts, or Mathematics departments. Only certain classes in the mentioned departments apply. Please refer to the Academic Handbook for a list of approved courses.

### Definition of Credit

One credit is earned by successfully completing a course which meets at least one period per day, five days per week, for the entire school year. Students must select seven credits plus physical education each year.

A student needs 28.00 credits to meet the graduation requirements established by the Chartiers Valley Board of Education.

Additional credits may be earned in the following ways and must be pre-approved by the Principal: 1) Attendance at summer school for a core course not passed, 2) Work experience, 3) Community Service.

### Community Service Credit

1. Students may earn one (1) Community Service Elective credit by completing an additional 120 hours of community service or a total of 150 hours (30 required plus 120 additional hours) over four (4) years.
2. Students deficient in credit(s) for graduation may obtain one (1) Community Service Elective credit by completing a minimum of 120 hours beyond the required 30 hours within one (1) calendar year.

All credits must have prior approval from the principal.

Students are responsible for knowing graduation requirements and what they must do to meet these requirements. It is the student's responsibility to keep parents informed as to his/her progress toward graduation. School counselors and staff are available to help.

### **D. MAKE-UP WORK**

Students should make arrangements with their classroom teachers immediately upon their return to school from an excused absence to make up work and receive credit for work missed. Work missed during a short term absence (i.e., one or two days) must be completed immediately upon return. Additional time will be given only in extenuating circumstances. If the student is expected to miss more than two days of school, it is the responsibility of that student, or his/her parent, to contact the school at 429-2241 to request homework assignments.

### **E. PHYSICAL EDUCATION AND HEALTH**

Curriculum regulations, as prescribed by the Pennsylvania Department of Education, require all students to participate in physical education classes. Any student who is unable to participate in regular classes must submit a note from a physician and follow a planned program of adaptive and modified activities. Forms for these activities may be obtained from the health office. In addition, two semesters of a health course is required for graduation.

### **F. SEQUENTIAL COURSE**



To continue in a second, third, or fourth year of a course, which is sequential in nature (world languages, mathematics, etc.), students must meet all prerequisites set in the Academic Handbook.

#### **G. TRANSCRIPTS, LETTERS OF REFERENCE**

Students must provide the Student Services office with a minimum of two weeks notice when requesting transcripts or letters of reference to be sent to prospective colleges, employers or the military. A transcript request form must be completed. **Official transcripts will only be sent directly from CVHS.**

#### **H. STUDENT SERVICES**

Student services are available for every student in the school for his/her academic, personal/social, and career needs. These services include assistance with educational planning, occupational information, career information, study aids, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with a school counselor.

Student records are held in strictest confidence by the Student Services office and are only accessible to prospective employers and other agencies upon consent of the student if he/she is of age (18), or of his/her parents if he/she is not. Only school administrators, faculty, and parents of the student may request access to the records without prior consent of the student.

Teachers as well as school counselors can be a source of information. Students should feel free to seek assistance.

School counselors are assigned as follows:

Lesley Kunkel	Students A-F	429-2268
Leah O'Malley	Students G-N	429-2629
Danyelle Boyd	Students O-Z	429-2271

## **II. GENERAL INFORMATION**

#### **A. ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse who will then report it to the proper authorities. Under no circumstances are students to leave school grounds for an injury sustained at school without proper authorization.

#### **B. ANNOUNCEMENTS**

All announcements for the bulletin or public address system should be presented to the main office in writing by a club sponsor or teacher, preferably by the close of business on the previous day. Bulletin board notices and announcement signs must have the approval of one of the building administrators.

#### **C. ASSEMBLIES**

A variety of programs scheduled by the Student Council and Athletic Department are held throughout the school year. The following rules govern behavior in assemblies:

1. Enter the assembly area and be seated with your class. Attendance will be taken, and students who are marked absent will be processed for a class cut.
2. As a courtesy to speakers or performers, no distracting behaviors or conversations will be permitted.
3. Whistling, booing, hissing and other distractions will not be tolerated.
4. Leave the assembly area when excused as quickly and quietly as possible.

#### D. CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. **Food may not be delivered from outside services (i.e., pizza) or companies.**

In order to keep the lunchroom operating smoothly, it is requested that the cafeteria lines be kept orderly, and that all trash be deposited in the trash receptacles. Chairs should be replaced after eating in order to keep the eating area clean and ready for the use of others. Students are not permitted to take food items from the cafeteria.

The authority of teachers on cafeteria duty is to be respected. Students must report to the cafeteria during their assigned lunch period and remain there for the entire period.

All students should remain seated until dismissed by the teachers on cafeteria duty. In addition, all students should arrive in the cafeteria by the time the late bell sounds. Students may only be excused with the permission of one of the cafeteria monitors.

Seating in the cafeteria is generally up to the students. If a problem occurs, teachers assigned to the cafeteria have the authority to assign students to a specific seat/location in the cafeteria. Students who misbehave in the cafeteria will be disciplined according to the Code of Conduct (detention, Saturday detention, etc.).

#### E. EARLY DISMISSAL, LEAVING SCHOOL GROUNDS

Students requesting an early dismissal must have a signed note from a parent or guardian stating the reason for the request and a telephone number where a parent or guardian can be reached from 8:00 a.m. to 10:00 a.m. These students will report to their homeroom first, then to the office. **No student will be given permission to leave if a parent or guardian cannot be reached by phone.**

**Students must sign-out immediately before leaving school property. Students not following these procedures will be considered unexcused and will receive disciplinary consequences.**

Students are not permitted to leave the school grounds at any time during the school day without permission from a principal. Regardless of whether it is for personal reasons or in connection with school affairs, students must obtain the necessary consent.

School safety and access personnel will record names of those excused from campus.

#### **PLEASE REVIEW THE FOLLOWING DROP OFF and PICK UP CHANGES FOR THE 2018-2019 SCHOOL YEAR**

##### Drop off and Pick up procedures:

Chartiers Valley High School students should be dropped off and picked up at door #27 by the Digital Media Center. When coming up the driveway, make the first right turn and proceed past the middle school toward the stadium.

When picking up and dropping off, please pull as far forward in the vehicle waiting area as possible. As cars exit the waiting area, please continue to pull forward to make room for others.

If you need to schedule an early dismissal for your High School or Middle School student, please schedule it before 2:20 pm. Parents will not be permitted to drive to the main high school entrance until after buses have been dismissed and the area has been cleared of bus traffic.

#### **F. EMERGENCY SCHOOL CLOSING**

If it becomes necessary to close or delay the start of school, the announcement will be broadcast on the following radio and television stations or the district website: [cvsd.net](http://cvsd.net)

**KDKA**

**WTAE**

**WPXI**

The district will initiate a call to students' homes alerting the household if there is a two-hour delay or school closing.

In case of inclement weather, it is important to keep the telephone lines of all our schools open. Parents and students are requested to refrain from calling the school.

#### **G. FIRE DRILL**

Always be alert for a fire drill. You can never tell whether it may be a drill or an actual fire. No student is excused from participating in a drill. Each room has exit directions. Follow these in an orderly, quick-moving manner. Students in the gym or under showers will exit as soon as possible. Any infractions should be reported to the office.

#### **H. HALL PASS**

When students need to leave the classroom for any reason, they will be assigned a restroom pass or a general hall pass that allows students to go to the office, the nurse, Student Services, technology room, their locker, etc. Students must sign out each time they leave the classroom. Students in the halls without a pass, and students found in an unauthorized location will be in violation of the Code of Conduct.

#### **I. HIGH SCHOOL OFFICE**

The High School office is a public place of business. Throughout the course of the day, the office staff manages and supports a wide variety of student, teacher and community related activities. Proper conduct by is expected at all times while visiting the office. Please show respect through your patience and polite interactions with the office personnel as they assist you. Use of the office phone by students will be permitted on an as needed basis.

#### **J. ILLNESS AND MEDICATION**

Students who become ill during the school day should report to his/her classroom teacher and obtain a pass to the Health Office. If the student is too ill to go to the classroom, he/she should report to the Health Office with appropriate assistance. Students can contact their parents on the Health Office phone after an assessment by the School Nurse. Under no circumstances is a student permitted to be released home or leave the school grounds without permission from a parent, guardian, or an emergency contact person. Students must be signed out in the main office by the parent, guardian or emergency contact before leaving school grounds.

Students who require the administration of any medication during school hours must comply with the following policy:

1. Medication (prescribed and over-the-counter) will be administered by the School Nurse. All medications except self-managed medications (inhalers and epinephrine) will be stored in the Health Office in a locked cabinet.
2. A "Permission for Medication Administration" form must be completed by a physician and parent/guardian and sent to the Health Office. The form must be renewed annually.
3. Medications must be sent to school in the original containers. Only medications sent to the school from parents/guardians will be dispensed.

No student is permitted to dispense prescribed or over-the-counter medicines to any other student. Failure to adhere to this policy will be considered a violation of the school district Drug and Alcohol policy.

#### K. JUVENILE HISTORY RECORD INFORMATION

The building principal (or designee) may receive written notification of adjudication of delinquency of children enrolled in the school. The information is provided for the purpose of protecting school personnel and students from danger and for arranging appropriate counseling and education for the child.

The information shall be maintained separately from the child's official school records and disciplinary records. The information shall be transferred to the building principal of any public or private school to which the child transfers enrollment.

The information shall be available for inspection by the student and parent or guardian. (Reference: 42PA C.S. #6341-Board Approved 4/10/96)

#### L. DIGITAL MEDIA CENTER

Students may report to the DMC during their study hall; however, each student must sign up using the approved electronic format and there will be a maximum number of students permitted during each period.

1. All books in the DMC may be checked out for a period of three weeks. Materials may be renewed for an additional three weeks if necessary.
2. Violation of any DMC rule may result in suspension of DMC privileges.
3. Expectations for student conduct in the DMC are similar to the expectations in any classroom. Students should respect the space, one another, and the posted rules.
4. Please be courteous of fellow classmates, faculty, and staff by working and talking quietly.

#### M. LOCKERS

Lockers will be assigned by grade level and homeroom. Each student will be provided with the combination to his/her lock at the beginning of the school year. Lockers and locker combinations should not be shared with other students. Each student is responsible for any damage to the internal part of the locker and its combination mechanism. Do not deface lockers.

#### N. LOST AND FOUND

If an article has been lost or found, please notify the office. Campus safety personnel will assist the appropriate principal in all investigations. Items remaining at the end of each semester will be donated to a charitable organization.

#### O. LOST OR DAMAGED SCHOOL MATERIALS

The Chartiers Valley Board of School Directors has adopted a policy requiring a student or his/her parent to pay full replacement cost for any textbook or school material that was lost or damaged while it was assigned to the student. **No grades, transcripts, records or diplomas will be released for any student who has a financial obligation to the district.**

#### P. MIDDLE SCHOOL CLOSED TO HIGH SCHOOL STUDENTS

High school students are not permitted in the Middle School complex unless authorized by a High School and Middle School authority.

#### Q. NON-INSTRUCTIONAL ITEMS

Students are strongly discouraged from using electronic devices (e.g., cellular phones, iPads, etc.) during the school day. Additionally, items not used for instructional purposes (toys, games, etc.) should remain at home. Students are not permitted to use personal communication devices during class time unless otherwise directed by the course instructor. Use of these devices when prohibited result in disciplinary consequences.

For more information, please refer to School Board Policy 237 (Electronic Devices), which can be found on the District's website ([www.cvsd.net](http://www.cvsd.net)).

## R. POSTING OR DISTRIBUTING MATERIALS

The principal's permission is required when a student wishes to post or distribute materials on school property. Once approved, materials that are posted or distributed must be stamped with the principal's signature. Any materials posted without the principal's approval and signature will be discarded.

## S. RESTROOM USAGE

Should the need arise, students are expected to use the restroom facilities during the pass time provided between class periods. If the need to use the restroom facilities arises during the time a student is in class, the student must obtain authorization from the teacher to use the hall pass.

Each student should remain in the classroom to obtain the best possible education; therefore, the need to leave the classroom should not become a regular occurrence. Students will be required to provide documentation from a physician if they have a need to use the restroom on a regular basis while any class is in session.

Students are reminded that only one student should be in a restroom stall. Two or more students congregating in a restroom stall is unnecessary and may compromise concerns for personal safety. Students who congregate in a stall are subject to disciplinary action. Campus safety personnel will routinely check all restrooms on the campus.

## T. STUDENT ACCIDENT INSURANCE

Voluntary Student Accident Insurance through AG Insurance is available to Chartiers Valley School District families at a cost of \$30.00 per year (school-time only coverage), or \$115.00 (24-hour coverage). Please visit [www.cvsd.net](http://www.cvsd.net) > Student Services > Health Services > Student Accident Insurance (under Resources) for more information.

## U. STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program is mandated throughout all public secondary schools in PA. It is designed to assist school personnel to identify student issues, including alcohol and other drugs, which pose a barrier to their learning and school success.

Chartiers Valley's SAP program is called Student Support. The mission is to help students and their families, encourage healthy coping skills, and to increase school success. Students' health, safety, and welfare are always of utmost importance. Student Support Teams coordinate the program. The teams include teachers, counselors, administrative staff, etc. These individuals are specially trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and offer resources to assist the student and parent. It is neither the mission of the school nor its responsibility to resolve all problems that impact school performance.

Involvement of parents in all phases of the SAP underscores the parents' role and responsibility in the decision making process affecting their children's education and is the key to successful resolution of problems.

School personnel, peers, students themselves, or family members may refer students to Student Support. Any person who is concerned about a student is encouraged to refer that student by contacting the school counselor.

Some signs and symptoms of students who may be referred to the Student Support are:

- Decline in grades/academic performance
- Poor attendance
- Change in friends, behavior, or attitude
- School phobia
- Violation of school rules
- Health problems

- Alcohol and other drug use
- Family issues/stress/violence
- Being at risk for suicide or other mental problems including anxiety/fear, withdrawal, isolation, risk-taking or self-abusive behavior, eating/sleeping/grooming problems or peer relationship problems
- Being a victim of violence/abuse
- Eating, sleeping or grooming changes

#### V. STUDENT DRIVING AND PARKING (policy #223)

Students who qualify for a permit must secure the necessary form on the school website which will require parental permission and signature. The permit is valid for the designated time period not to exceed one school year. A permit must be hung on rearview mirror of the registered automobile. The permit must have the approval of the Principal, or it is not valid. This permit can be suspended at any time by an administrator if the student driver fails to abide by any of the following regulations:

- Park only in the assigned student parking area.
- Sitting in cars or loitering in the parking area during the school day is prohibited.
- Never pass buses on school property.
- All traffic signs must be obeyed.
- Pedestrians have the right-of-way.
- The speed limit on school grounds is **5 mph**.
- Driving from school grounds during school hours is not permitted unless the student is leaving for school related programs and/or has written permission from a parent and approval of a high school administrator.
- Excessive tardiness/absences will result in loss of driving privilege/permit.
- Students are not permitted to transport passengers unless written permission from the parents of both the driver and passenger are presented to a high school administrator.
- In case of an extenuating circumstance, administrators may grant a temporary one day parking pass.

This procedure is for your personal safety and security. It is expected that you will abide by these rules, remembering that driving to school is a privilege that can be revoked.

Unauthorized vehicles will be ticketed for parking on private property or will be towed away at the owner's expense. Students who repeatedly park a vehicle(s) on school grounds without proper authorization are subject to disciplinary action, as well as fines, for the parking tickets that are issued for these violations.

Any violations of school driving/parking regulations may result in any or all of the following:

1. Warning.
2. Municipal Authority Citation.
3. Revoking of driving privilege.
4. Suspension from school.
5. Police Department Citation.
6. Towing at owner's expense.

## **Student Parking**

Please note the following for the 2018-2019 school year.

Priority will be given to SENIORS whose extra-curricular activity or employment requires arrival at practice/work immediately following dismissal at 2:34. Each application must contain the following:

- **Completed application including \$10.00 non-refundable fee.**
- **Extra-curricular or employment verification**
  - **Documentation from coach/sponsor confirming active/current participation and practice schedule.**
    - **Verification of extra-curricular activities will be required each season.**
  - **Documentation from employer (completed by employer) confirming employment including typical week day work schedule.**
    - **Verification of employment (from employer) including scheduled hours may be requested throughout the school year.**
- Incomplete paperwork will result in forfeiture of the parking permit.
- The tennis court parking lot will be designated as the primary lot for students to use. Overflow student parking will be in the upper parking lot of the Primary School. Students must plan to arrive with enough time to walk across the bridge in order to arrive by 7:35. As reflected in the student handbook, excessive tardiness will result in the loss of driving privileges.
- Student athletes will be permitted to remain after school as they wait for practice to begin. All students will report to the digital media center (or designated classroom) to complete assignments. Students may not remain at school unless they report to the digital media center (or designated classroom) and are supervised by a teacher or sponsor.

## **W. STUDENT ID CARDS**

Picture ID cards will be issued to all students at the beginning of the school year. This card will serve a variety of purposes, foremost is maintaining a safe school environment. The picture ID will be an effective means of excluding unauthorized persons from school events and school grounds in general. Students may be required to have the cards in their possession at all times for the following "school" reasons/uses:

- Will be used as the student's DMC card.
- Functions as a bus pass when identity is a question.
- Will provide student with access to the appropriate building, athletic and social events.

The following guidelines for the use of picture ID cards will be in effect immediately upon receipt of the card:

- ID cards remain district property for use by students and staff.
- Students requesting a lunch loan (IOU) must secure it in the cafeteria office. A student's photo ID will be required, and a maximum of three (3) loans will be issued to any one student.
- A replacement ID card will cost the student \$2.00.
- Misuse, theft, or destruction of the card will result in disciplinary consequences under the Chartiers Valley School District Code of Conduct.

## **X. TELEPHONE CALLS**

Students will not be called out of class to accept a telephone call, except in emergencies when authorized by the principal or designee.

## **Y. VALUABLES**

Students are strongly discouraged from bringing valuable items to school. Safety of these items that are stored in backpack or kept in lockers cannot be guaranteed. A student wishing to carry valuables will do so at his/her own risk and responsibility. Chartiers Valley High School is in no way responsible for any lost or stolen items. **Students are strongly encouraged to bring a lock to place on lockers while in physical education class or while staying after school for sporting activities, including the use of the fitness center (weight room).**

## Z. VISITORS

When visiting our school, please use the main entrance (Door 1). For safety precautions, all outside doors will be locked during school hours. Visitors will be required register and wear the provided visitor's badge at all times while in the building. All Chartiers Valley buildings utilize the RaptorWare visitor software. This software scans driver's licenses and cross references the National Sex Offender watch list. The software also automatically issues your visitor badge. Visitors must be accompanied by District employees at all times unless otherwise authorized by the principal.

Students may not receive visitors unless, in an exceptional circumstance, prior permission has been given by a building principal.

## III. STUDENT CONDUCT

### A. ACADEMIC INTEGRITY

Academic integrity indicates an ability to meet and face issues and creates an atmosphere of trust, respect, and security, which is encouraged at all levels. In addition, it is essential in an academic community that grades accurately reflect the achievement of the individual student. Faculty, students and administrators have shared responsibilities in maintaining the academic integrity essential for the school to accomplish its objectives.

#### Violations of Academic Integrity:

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

Consequences for violating the academic integrity procedure may include the student receiving a zero (0) for the assignment and appropriate disciplinary consequences.

### B. AUTHORITY

There is no division of authority among members of the staff of the high school. Middle School staff members are also authorized to reprimand or correct High School students who misbehave at any time or any place during the school day. Teachers, according to the school code, have authority over pupils to and from school. Campus safety personnel also represent authority figures in the educational complex.

### C. DISCIPLINE

The Chartiers Valley School District uses a progressive system of discipline. Students may be assigned directly to after school detention, Saturday detention or Out-of-School Suspension depending upon the rule violation.

The principal may deviate from this procedure in exceptional circumstances.

### D. CODE OF CONDUCT (policy #218)

The Chartiers Valley Board of Directors adopted a Code of Conduct that provides a description of expectations and responsibilities for students, parents and school personnel.

The Code of Conduct defines disciplinary offenses and consequences on three levels. The disciplinary options are defined in the Code of Conduct. The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.



## LEVEL I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Classroom teachers should handle many of these types of infractions by contacting the parent or guardian when the misbehavior first occurs.

### **EXAMPLES BUT NOT LIMITED TO**

- Classroom/school disturbance or disruptive/inappropriate school behavior
- Possession of toys, radios, tape recorders, and cameras unless directly involved in a sanctioned educational activity
- Possession of a beeper or telecommunication device (i.e. mobile or cellular telephones)
- Littering
- Loitering
- Running or shouting in the halls
- Food, gum, or drink in classroom unless directly involved in a sanctioned educational activity
- Eating outside cafeteria without proper authorization
- Inappropriate display of affection
- Unauthorized sale of non-harmful items
- Repetitious events of unexcused tardiness to school or class
- Inappropriate dress
- Inappropriate language
- Cafeteria misbehavior
- Excessive absences without medical excuse
- Class Cut
- Truancy
- Leaving classroom(s) without proper authorization
- Violation of school driving and/or parking policies

### **DISCIPLINARY OPTIONS (but not limited to)**

The following list of options includes, but is not limited to, responses the appropriate staff member may use in dealing with Level I misbehaviors

- Verbal or written reprimand
- Lunch detention
- Meeting and/or telephone conversation with parent(s)/guardian(s) to discuss behavior problem
- Written agreement
- Special assignment
- Modified day
- Detention assignment(s)
- Assignment to Independent Learning Center (if available)
- Temporary out of school/external suspension
- Assignment to Saturday Detention
- Denial of privileges/extra-curricular activities
- Loss of parking privileges
- Referral to Student Support Team or Instructional Support Team

## LEVEL II

Misbehavior in which the frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the repetition or continuation of Level I misbehaviors, require additional disciplinary options because execution of Level I disciplinary options has failed to correct the inappropriate behaviors. Also included in this level are misbehaviors which do not pose a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

### **EXAMPLES BUT NOT LIMITED TO**

- Continuation of Level I misconduct
- Extreme Level I misconduct

- Obscene, vulgar or indecent conduct or language
- Using forged notes or excuses
- Throwing objects/food
- Unsafe bus conduct
- Failure to report to a detention assignment
- Violation of school attendance policies
- Defiance of authority; refusing to do as ordered; insubordination
- Leaving school grounds without permission
- Violation of school district tobacco policy

**DISCIPLINARY OPTIONS (but not limited to)**

The following list of options defines responses the appropriate staff member may use in dealing with Level II misbehaviors

- Modified day
- Consequences defined by School Board Policy (if applicable)
- Written agreement
- Detention assignment(s)
- Lunch detention
- Denial of privileges/extra-curricular activities
- Assignment to Independent Learning Center
- Assignment to Saturday Detention
- Temporary external suspension
- Loss of parking privileges
- Referral to Student Support Team or Instructional Support Team

In cases of suspension, students are entitled to due process rights.

**LEVEL III**

Acts whose frequency or seriousness tends to disrupt the learning environment of the school; acts that pose a threat or danger to the health, safety or welfare of any individual; acts that violate any local, state or federal laws or ordinances.

**EXAMPLES BUT NOT LIMITED TO**

- Repetitions, extreme or flagrant misconduct of any offense defined in Levels I and/or II
- Violation of district drug and alcohol policy
- Theft
- Terroristic Threat
- Unauthorized possession of school district property that belongs to another individual
- Arson; setting a fire on school grounds
- Possessing or using weapons, fireworks, explosives, ammunitions, or instruments that can be classified as being dangerous when used upon another person
- Fighting
- Assault/battery
- Threatening or intimidating others
- Vandalism
- Trespassing on school property or refusing to leave school property when ordered to do so
- Racial slurs or intimidation
- Sexual harassment
- Physically or verbally threatening or intimidating others for any reason, including but not limited to, the race, sex, religion, color, national origin or disability of the victim, and including but not limited to comments, slurs or epithets based on any such classification
- Destruction of the property of others
- Setting false alarms, bomb threats
- Extortion
- Violation of federal, state, local law

- Willfully striking an employee
- Gambling; exchange of money or property for purpose of wagering

### DISCIPLINARY OPTIONS (but not limited to)

The following list of options defines responses the appropriate staff member may use in dealing with Level III misbehaviors.

- Assignment to Independent Learning Center (if available)
- Assignment to Saturday Detention
- Consequences defined by School Board Policy (if applicable)
- Temporary external suspension
- Full external suspension
- Alternative education placement
- Expulsion
- Referral to police, magistrate or outside social or treatment agency
- Denial of privileges/extracurricular activities
- Loss of parking privileges
- Restitution of property or damages

In cases of suspension, students are entitled to due process rights. A Level III suspension may result in a hearing before the School Board for further disciplinary action.

### STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and good conduct. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

#### Every student should:

- Read the appropriate building Student Handbook
- Be aware of and exhibit good conduct.
- Follow rules and regulations.
- Cooperate with school staff in disciplinary cases should they have relevant information.
- Pursue and complete the course of study prescribed by state and local authorities.
- Cooperate with the school staff in running a safe school.
- Express ideas and opinions in a respectful and accurate manner.
- Complete homework carefully and totally and make up work when absent from school.
- Exercise proper care when using public facilities and equipment.
- Be on time for all classes and other school functions.
- Dress and groom in a manner that is safe, clean and not disruptive of the educational process.

### PARENTAL RESPONSIBILITIES

Parents should teach their children the importance of honesty, respect for law, respect for property, and respect for others. When parents and school work diligently toward the fulfillment of these obligations, each individual benefits.

#### Every parent should:

- Ensure their child's compliance with approved codes of behavior and discipline.
- Read the building Student Handbook and discuss school rules with their children.
- Cooperate with school personnel whenever special services are indicated for the student.
- Become involved in their child's school life.
- Participate in school/community meetings, functions and projects.
- Call to arrange a conference with the building administrator to discuss concerns or questions regarding disciplinary action.
- Communicate with school personnel.

## STAFF RESPONSIBILITIES

Each member of the school staff must understand the Code of Conduct and accept responsibility for making it work. The staff must know the information in the building Student Handbook. Efforts by staff to counsel students should convey respect for students as persons.

### Every staff member should:

- Serve as a positive role model.
- Recognize that preventive discipline is preferable to remedial discipline
- Respond to disciplinary situations within the school or on school property.
- Exercise control through appropriate planning, management and instruction.
- Recognize individual differences and levels of maturation in students.
- Obtain assistance from counselors, nurses, and administrators, where appropriate.
- Enforce the Code of Conduct consistently.
- Protect students' rights; communicate students' responsibilities.
- Communicate with parents.
- Submit the required anecdotal report when referring disciplinary matters to the administration. Be prepared to provide testimony should a meeting or hearing be required.

## **E. COMPUTER TAMPERING**

Tampering with, vandalism to, or unauthorized use of Chartiers Valley School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCR'S, televisions, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be at least as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995).

Student violators will be subject to discipline up to and including possible expulsion.

This policy includes inappropriate use of the Internet, network, and E-mail capabilities that exist on school district computers. All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

## **F. DENIAL OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students assigned to an external suspension will not be permitted to participate/attend any school extracurricular activity or commencement during the period of suspension. In addition, students who are suspended are responsible for obtaining and returning all class assignments during the period of suspension. **Students who are absent from school may not participate in activities on the day they are absent.**

## **G. DETENTION PROCEDURES**

- Students are expected to report to detention promptly and remain the entire period.
- Detention is held Monday to Thursday from 2:45 PM to 4:15 PM.
- Students are expected to sit in their seats and are not permitted to talk. Students are expected to do homework or read.
- Students must schedule and serve the detention assignment within one week of the infraction.
- If a student is absent on the assigned detention day, the student must stay for detention the next day.
- Only one date change will be made per infraction with a parent phone call to the secretary (412-429-2241 or 2242) prior to the date of infraction.
- Non-attendance for detention will result in additional consequences.

- **Please see the detention protocol below:**
  - Detention is assigned to a student
    - the Student attends the detention
      - obligation is fulfilled
  - Detention is assigned to a student
    - the Student misses the detention
      - the Student will be assigned 2 additional detentions.
        - if the student attends both, then the obligation is fulfilled
  - Assigned detention after missing a detention
    - the Student does not attend 1 or both detentions
      - the Student becomes ineligible to attend 1 extra-curricular activity
  - If the student misses additional detentions: the student becomes ineligible to attend activities:
    - misses 1 detention: 1 week of no extra curricular activities
    - misses 2 detentions: 2 weeks of no extra curricular activities
    - misses 3 detentions: 3 weeks of no extra curricular activities

**Recalcitrant Students** - A student who becomes a chronic behavior problem and whose conduct constitutes a violation of the right to education of other students may be recommended to the superintendent for expulsion. Three suspensions in a single school term may result in a recommendation for expulsion. This, however, does not preclude a recommendation for expulsion following a first or second offense, if in the judgment of the principal, the gravity of the offense warrants such action.

In each of the preceding circumstances, it is incumbent upon the parents and professional staff to use to the fullest extent all possible preventive and corrective measures including parent conferences, counseling, case conferences, peer review, and other appropriate techniques.

**H. DRUG AND ALCOHOL POLICY (policy #227)**

Students and parents are strongly advised to carefully review the school district's drug and alcohol policy. Violators are subject to the consequences.

**I. LEGAL CONSEQUENCES**

Students can face school consequences as well as legal consequences for major Code of Conduct violations or repeated minor violations. Students can receive a citation or criminal charges depending on the rule violation. Examples of such behavior include, but are not limited to: disorderly conduct (vulgar language, insubordination, inappropriate behavior), fighting, assault, vandalism, theft, violation of the tobacco policy, violation of the drug and alcohol policy, harassment, truancy, leaving school property, excessive tardies to school, and trespassing.

**J. OUT-OF-SCHOOL SUSPENSION (EXTERNAL) SUSPENSION**

The student is not permitted to attend school or participate in any extra-curricular activities during this time period. The student is not permitted on school grounds at anytime during the suspension. If observed on school grounds, the student will be cited for trespassing. A post-suspension conference with the student, parent and administrator is required for re-admittance.

**K. RECORDING WITHOUT PERMISSION PROHIBITED**

No student is permitted to make an audio or video recording of another individual or a class session without the permission of the student, teacher or administrator who is being recorded.

**L. REPORTING UNSAFE AND DANGEROUS ACTS**

Students who have knowledge that a student has or is considering a dangerous or unsafe act that could affect the health and safety of that individual or others must report it. Students should report any concerns to the principals or school resource officer immediately. Students found to have knowledge of an unsafe act

or a threat of an unsafe act, and not report it immediately, could be subject to school consequences and legal consequences.

**M. SCHOOL BUS (policy #810)**

The bus driver has your life in his/her hands! He/she must concentrate all of his/her efforts on the safe operation of the bus and cannot afford to divert attention to handle discipline problems with student passengers.

Listed are some of the reasons a student may receive a warning, bus suspension, criminal charges or other school consequences:

1. Throwing objects in or out of the bus.
2. Fighting on the bus.
3. Smoking/use of vaping device on the bus.
4. Lighting combustible objects on the bus.
5. Defacing or destroying school property (seats, lighting, windows, etc.).
6. Using obscene language on the bus.
7. Extending any part of the body out of the bus.
8. Distracting bus driver's attention in any unnecessary way.
9. Failing to remain seated.
10. Causing a disturbance on the bus.

Students who violate safe bus conduct procedures will be subject to consequences per Board Policy 810.

High school students may only ride the high school to which they are assigned. High School student may not ride buses that transport middle school students. Students and others who are directed, by the driver or another person with authority, must do so.

**N. SCHOOL DRESS (policy #221)**

Appropriate student dress and grooming are related to the efficient and orderly operation of a school. Good student appearance is often reflected in student performance and tends to promote and improve interest in educational endeavors and enhance the development of positive self-esteem.

The following are prohibited at the High School:

- Articles containing messages or illustrations promoting drugs, alcohol, tobacco, weapons, sexual (including innuendo), illegal or inappropriate language or activities or apparel that demeans or degrades another
- Chains (including wallet chains, spiked dog collars/bracelets)
- Tank tops
- Tops that are low cut or expose the midriff
- Halter tops (including spaghetti strap, one shoulder, tube tops/strapless, cut off or mesh tops)
- Skirts or shorts that are shorter than the fist when arms are fully extended to the sides
- Holes or rips in material above the mid-thigh/fingertips
- Pajamas
- Clothing that is worn in such a way that undergarments are exposed
- Kerchiefs, bandanas, scarves, or other headgear (worn or carried)
- Overcoats
- Tight fitting clothing (including but not limited to leggings/yoga pants) *unless* worn with a top that is fist length when arms are fully extended at the sides

Additionally, all pants and shorts must be worn at waist height. Shoes must be worn at all times.

Teachers and principals will make the final determination as to clothing that is inappropriate or detrimental to the educational process.

**O. SEARCHES (policy #226)**

The administration may authorize a search of a student, student's lockers, student's vehicles or other belongings if there is a **REASONABLE SUSPICION** that there is a possible threat to the health, welfare and/or safety of any student or staff member.

1. **Personal Searches** - A student's person or personal property (purse, book bag, jacket, trousers) will be searched whenever the administration has REASONABLE SUSPICION to believe that he/she is in possession of illegal or unauthorized materials or dangerous substances.

A pat down search of a student may be conducted in private by the school resource officer and/or administrator and another staff member. No strip searches will be conducted by school personnel.

2. **Locker Searches** - Student lockers are school property and remain at all times under the control of the school. Students shall have no expectations of privacy in their locker, and the administration reserves the right to inspect lockers at any time by any means. However, students are expected to assume full responsibility for the contents of their lockers. Students should keep in mind that since lockers belong to the school district, a locker may be searched at any time. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials.

3. **Canine Sweeps** - Chartiers Valley School District reserves the right to enhance the safety and security of students and staff by the use of canines trained in the detection of narcotics and explosives. Such searches will be at the direction of District Administration, and may be unannounced; areas to be part of such searches will be public areas (hallways and parking lots) and all areas which are the property of the School District.

4. **Use of Metal Detectors** - The Administration of the Chartiers Valley School District may direct its staff members to employ the use of handheld or walk-through metal detectors or other devices to ensure the safety of students, staff, and property. Contraband items found as a result of the use of such devices may be confiscated, and appropriate disciplinary action taken as outlined in the Chartiers Valley School District Code of Conduct, or by federal, state, or local statute.

5. **Video Surveillance** - The safety and security of students and staff are of primary importance to Chartiers Valley School District. The School District employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. This equipment may be located within or outside the buildings of the School District.

**P. THREATS**

All threats will be taken very seriously. Students should refrain from threatening other students, school personnel and making random threats. Each situation will be investigated and students found guilty will receive a suspension with the possibility of an expulsion. All cases will be reported to the authorities for prosecution. Any student witnessing or being threatened should report it to the principals or school resource officer immediately. No threat should be considered harmless. All threats will be taken extremely seriously.

**Q. TOBACCO PRODUCTS (policy #222)**

Chartiers Valley School District has a policy that forbids students from using and possessing cigarettes and items used in smoking or using tobacco products such as matches, lighters, cigarette papers, and tobacco containers, hookah pipes, JUUL devices, and e-cigarettes on school grounds. Students in possession of a tobacco product will be considered in violation of this policy. Students will be subject to penalties prescribed in the Code of Conduct, up to and including possible expulsion and referral to district magistrate. In

addition, any student found in an area (e.g. bathroom stall) where smoke is present will risk the consequences stated in the smoking policy and/or those associated with creating an unsafe or dangerous condition. Students are reminded that only one student should be in a bathroom stall at any given time. All students who congregate in a stall where smoke is observed will risk disciplinary consequences.

**R. WEAPONS (policy #218.1)**

The Chartiers Valley Board of School Directors adopted a weapons policy, which can be found on the district's website. Federal and state laws require public schools to follow prescribed action including the possibility of expulsion and police notification for instances where students use, possess, or distribute weapons or dangerous instruments in school.

**S. UNAUTHORIZED AREAS**

Students should not be in any area or classroom of the building unless under the direct supervision of a staff member. Students in unauthorized areas (Middle School, cutting classes, locker rooms, etc.) may be considered to be trespassing, a violation of the Crimes Code of Pennsylvania. Violators may be subject to a wellness check, school disciplinary action and legal consequences. Students discovered in an unauthorized area where a Code of Conduct violation or criminal activity is thought to have occurred are subject to disciplinary consequences and possible search and prosecution.

## **IV. ATTENDANCE**

**A. ATTENDANCE (policy #204)**

State law and school board policy require daily attendance except for illness or serious emergency. Students are requested to have a parent call the high school office (412-429-2241) in the morning if they must miss school on any given day. Any student who misses more than ten school days or five consecutive days in the school year must present a physician's excuse for each additional absence. Failure to do so may result in legal and disciplinary consequences, as well as the possibility of lower grades.

The Board of Education requires that school aged pupils enrolled in the schools of the district in which they live attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

1. Upon arrival to school, all students must report to their **homeroom**. Students arriving after **7:35 a.m. must report to the office to receive a tardy pass** that will admit him/her to homeroom. **Students will not be permitted to enter homeroom after 7:35 a.m. if they do not have a tardy pass.** Failure to sign in at the main office can result in disciplinary consequences. Students who do not report to homeroom but are in the complex will be reported to the office immediately.
2. Daily attendance will be taken only by the teacher and forwarded to the office after the 7:49 a.m. bell rings or at the end of any extended homeroom period.
3. Students who arrive late to school must sign in at the main office upon entering the complex.
4. Upon returning from an absence, the student must give the homeroom teacher an excuse for his/her day(s) of absence. Failure to provide an excuse for an absence within three school days after returning will result in the student's day(s) of absence being marked illegal or unexcused.
5. Impassable roads, disabled school bus, and medical or dental appointments that cannot be scheduled after the normal school day are valid excuses for tardiness. Medical or dental appointments must be verified by a written excuse from the doctor. Parental notes are required.
7. Reasons such as sleeping in, missing the bus, or transporting a parent, relative or friend, etc. are not valid excuses for tardiness and will be classified as unexcused.
8. In order to participate in any extracurricular activity (athletic events, dances, etc.) conducted under the auspices of the high school, a student must be present for **(5) full periods** on the day of the event. No departures from this policy will be accepted without approval of a principal.



## B. Truancy Procedures (policy #204)

Truant = 3 days of unexcused absence from school.

Habitually truant = 6 days of unexcused absence from school.

### Excused and/unexcused absences

- Each day that a child is absent from school an electronic attendance notification is sent to parents.
- After 3 unexcused absences, the 3-day Truancy letter is sent, indicating that the student is considered "truant", detailing the time and date of the Attendance Improvement Conference (AIC). A phone call will also be made to schedule the AIC. At the AIC, a school-based attendance improvement program will be developed, which will include steps to support positive attendance as well as what actions will be taken if the student reaches 6 unexcused absences.
- After the first 6 unexcused absences, the Habitually Truant Letter will be mailed to parents indicating the actions that will be taken as a result of the truancy. (e.g., We held an AIC on xyz date where we outlined the actions to be taken if your child would reach the habitually truant status.

### Attendance Improvement Conference (AIC)

School staff will coordinate with the family to arrange an Attendance Improvement Conference (AIC) to be held at the school in order to discuss causes for the child's truancy and create a mutually agreed upon plan to resolve truancy concerns. Discussion at this conference will include current academic difficulties, physical or behavioral health issues, family/environmental concerns, or any other barrier impeding the child's attendance at school.

### School Based Attendance Improvement Program

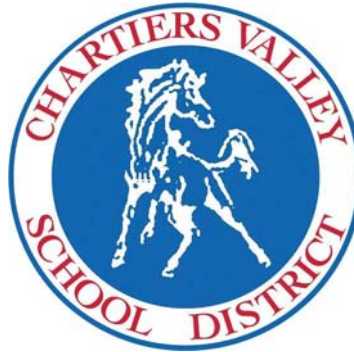
At the conclusion of the AIC, all participants will sign a comprehensive Attendance Improvement Plan (AIP) that is agreed upon by school representatives, the child, and parents/family. This AIP should detail and include: access to academic and social/health supports within the school setting, an outline of parent/guardian and student responsibilities to improve attendance, and a plan for progress monitoring that includes both positive outcomes and potential negative consequences for compliance to or violation of the AIP.

### Community Based Attendance Improvement Program

The Focus on Attendance program is a partnership between the Department of Human Services, The Allegheny Intermediate Unit, Juvenile Probation, and local K-12 school districts. The purpose of this program is to connect students and their families to community resources, assess the underlying needs of students who are chronically tardy, work to alleviate barriers to school attendance, and promote educational success. This is a voluntary service which comes at no cost to the family and should be viewed as a proactive approach to avoid potential punitive actions (such as citations, magisterial court involvement, etc.).

## Appendix

### Chartiers Valley School Board Policies



Policy Title	Policy #	Page
Academic Standards	102	24
Interscholastic Athletics	123	24
Homework	130	26
Attendance	204	26
Truancy	204.2	28
Health Exams	209	29
Student Discipline	218	32
Code of Conduct		
Weapons	218.1	34
Terroristic Threats/Acts	218.2	35
Student Expression /Distribution & Posting of Materials	220	36
Dress and Grooming	221	38
Tobacco Use	222	39
Driving	223	39
Controlled Substances/Paraphernalia	227	40
Suspension and Expulsion	233	42
Electronic Devices	237	44
Hazing	247	45
Unlawful Harassment	248	46
Bullying/Cyberbullying	249	48
Dating Violence	252	49
Transportation	810	52
Acceptable use of Internet Access, e-mail, and Network Resources	815	53
Computer Tampering/Vandalism	815.1	60
Child Find and Annual Notice to Parents		61

**102. ACADEMIC STANDARDS**  
**ADOPTED: August 12, 2012**  
**REVISED: June 24, 2014**

**1. Purpose**

The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.

**2. Definition**

Academic standards - shall be defined as what a student should know and be able to do at a specified grade level. For purposes of Board policy, the term academic standards shall be deemed to encompass Pennsylvania Core Standards, state academic standards and local academic standards.

**3. Authority**

The Board shall approve academic standards for district students to attain, in the following content areas:

1. English Language Arts.
2. Mathematics.
3. Science and Technology - to include reading in science and technology, and writing for science and technology.
4. Environment and Ecology.
5. Social Studies (history, geography, civics and government, economics) - to include reading in history and social studies, and writing for history and social studies.
6. Arts and Humanities.
7. Career Education and Work.
8. Health, Safety and Physical Education.
9. Family and Consumer Science.
10. World Languages

**4. Guidelines**

Pol. 105, 107 - The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.

Students with disabilities may attain academic standards by completion of their Individualized

Education Programs in accordance with law, regulations and Board policy.

**123. INTERSCHOLASTIC ATHLETICS**  
**REVISED: 10-23-12**

**1. Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

1. The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.
2. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

**2. Definition**

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

**3. Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.

school-sponsored activities.

The Board directs that no student may participate in interscholastic athletics who has not:

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the Athletic Handbook.
3. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.
4. Attended school regularly.
5. Been in attendance on the day of the athletic event or practice for the hours required.
6. Returned all school athletic equipment previously used.
7. Adhered to applicable discipline standards.

#### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or

#### 4. Delegation of Responsibility

Pol. 123.1, 123.2 -Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the following:

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.

#### 5.Guidelines

##### Male/Female Athletic Opportunities Report

SC 1603-C By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any

other reasonable means.

### 130. HOMEWORK Adopted: August 12, 2008

#### 1. Purpose

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Provide opportunities for parents/guardians to know what their child is studying.
3. Encourage parent/guardian and child interaction.

#### 2. Guidelines

Each student shall be responsible for completing homework assignments as directed.

Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time. The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.

Homework will not be assigned as a form of punishment.

#### 3. Delegation of Responsibility

The administration shall establish administrative regulations for staff, students and parents/guardians to follow.

### 204. ATTENDANCE Adopted: February 26, 2009

#### Purpose

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

#### Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.<sup>[2][3][4][5][6][7]</sup>

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

#### Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.<sup>[8][9]</sup>

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.<sup>[9]</sup>

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.<sup>[9]</sup>

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.<sup>[10]</sup>

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.<sup>[9]</sup>

#### Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.<sup>[11][12]</sup>

#### 1. Purpose

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

#### 2. Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

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

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in family.
6. Family educational trips.

## 7. Educational tours and trips.

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

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

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-

H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
3. Students enrolled in special schools

conducted by the Allegheny Intermediate Unit or the Department of Education.

#### Educational Tours And Trips

Upon receipt of a written request from the parents/guardians of the students involved, students may be granted excused absences during the school term when such trip is so determined by the Superintendent or designee to serve an educational purpose. The following conditions must be followed:

1. Educational trips will be considered for approval if the Superintendent or designee determines that such a trip will be of educational significance to the student. In order for the Superintendent or designee to make such a determination, the parent/guardian shall provide a written request for excusal which shall indicate the days to be missed, the destination of the trip, the reason why the trip could not be taken on days when school is not in session, and an outline of the educational value of the trip.
2. The total number of days granted for an educational trip, not school sponsored, will be based upon the student's attendance and academic record.
3. Unless some emergency arises, such request shall be made at least two (2) weeks prior to the date of the trip.
4. Unless some unusual family circumstances exist, such trips shall not be approved during the final two (2) weeks of the school term.
5. If more than one (1) child in a family will be taking the trip, the request for all the children shall be included in the request made to the Superintendent with the name and school of each child involved in the request so that his/her absence may be cleared with the appropriate principal.
6. Students are granted the privilege of making up all assignments and tests missed during the excused absence. However, the responsibility for making up this work lies with the student. Appointments should be made with the teachers to find out what work is to be made up. The student assumes the responsibility for completing this work within two (2) weeks after his/her return.
7. It is not the intent of this policy to grant excused absences for trips to local points of interest, attendance at sports events, hunting or fishing trips, shopping trips, or limited family functions.

### **3. Delegation of Responsibility**

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

1. Ensure a school session that conforms with requirements of state regulations.
2. Govern the keeping of attendance records in accordance with state statutes.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.
4. Impose on truant student's appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

#### **204.2. TRUANCY**

**Adopted: February 26, 2009**

#### **1. Authority**

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Parents/Guardians or persons in parental relation having control or charge of any child of

compulsory school age, as well as the child or children of such ages, shall be expected to comply with the provision of the compulsory attendance laws.

#### Failure To Comply

A parent/guardian who fails to comply with the compulsory attendance law shall be prosecuted to the fullest extent permitted and shall be subject to the stated fines.

Prior to instituting any proceedings against an offending parent/guardian, the district Attendance Officer shall give that person three (3) days' written notice of such violation.

The student, as well as the parent/guardian/person in parental relation, must appear at the hearing established by the District Justice.

#### Conviction/Sentencing

Upon conviction of the summary offense, the District Justice may suspend a sentence, in whole or in part, which the person is summoned to pay, provided that the child no longer is habitually truant from school without justification.

#### Habitually Truant

Habitually truant shall mean absence for more than three (3) school days or their equivalent following the first notice of truancy given. A person shall be habitually truant after such notice.

#### Child Or Parent/Guardian/Person In Parental Relation Not Convicted Because Of Efforts To Force Child's Attendance

If the parent/guardian/person in parental relation is not convicted of the offense because s/he took every reasonable step to ensure the child's attendance and the child has attained the age of thirteen (13), that child who fails to comply with the compulsory attendance requirements or who is habitually truant is subject to conviction and may be sentenced to pay a fine not to exceed \$300 for each offense or be assigned to an adjudication alternative program.

Any child who has attained the age of thirteen (13) who fails to pay the fine or fails to complete the adjudication alternative program may be declared a dependent child by the District Justice.

Upon conviction of the child, the District Justice may suspend, in whole or in part, a sentence or an adjudicated alternative program in which the child must pay or comply, provided that the child no longer is habitually truant. If the child is then habitually truant and fails to comply with the provisions of the law, that child may be referred by the school district for services or possible disposition as a dependent child.

If a child not thirteen (13) years of age has failed to comply with the provisions of the compulsory attendance laws and is habitually truant, s/he shall be referred by the school district for services or possible disposition as a dependent child.

#### Dependent Children

In case any child of compulsory school age cannot be kept in school in compliance with the provisions of the compulsory attendance provisions of law on account of incorrigibility, truancy, insubordination, or other bad conduct or if the presence of any child attending school is detrimental to the welfare of the school on account of incorrigibility, truancy, insubordination, or other bad conduct, the Chartiers Valley School Board may proceed against the child before the juvenile court, or otherwise as is now or may hereafter be provided by law for incorrigible, truant, insubordinate or dependent children.

#### Suspension Of Operating Privilege

In the event a child is convicted of violating the compulsory attendance law, the Department of Transportation will be notified. The Department of Transportation may suspend for ninety (90) days the operating privilege of the child. If the Department receives a second or subsequent conviction for a child's violation, the child's operating privilege may be suspended for six (6) months.

Any child who does not have a driver's license and whose record has been forwarded to the Department as in the above, may be ineligible to apply for a driver's license or learner's permit. Children under sixteen (16) may be ineligible for operating privileges upon attaining the age of sixteen (16).

#### Arrest Of Children Failing To Attend School

Attendance officers or home and school visitors will enforce the compulsory attendance laws and will have full police power to arrest or apprehend any child who fails to attend school in compliance



with the law or who is incorrigible, insubordinate or disorderly during attendance at school or on his/her way to or from school.

When an attendance officer, or other authorized authority, arrests or apprehends any child who fails to attend school as required, s/he shall promptly notify the parent/guardian/person in parental relation of such child, if the person can be found in the district. The attendance officer, unless requested by the parent/guardian/person in parental relation, to place said child in a school other than public school, shall place said child in the public school in which the child is, or should be, enrolled.

#### Corruption Of Minors

Any person who knowingly aids, abets, entices or encourages a minor younger than eighteen (18) years of age to commit truancy commits a summary offense. Any person who violates this paragraph within one (1) year of the date of a first conviction under this section commits a misdemeanor of the third degree.

### **209. HEALTH EXAMINATIONS/SCREENINGS Adopted – February 26, 2009**

#### **1. Authority**

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease; to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs; and to ensure that the learning potential of each student is not lessened by a remediable physical disability.

#### **2. Guidelines**

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician.

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school

examination.

Physical examinations for students seeking employment papers and for driver's license applications shall be the responsibility of the parent(s)/guardian(s) of the student.

The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required. Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable, at intervals established by the district.

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious

beliefs.

### **3. Delegation of Responsibility**

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.

The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district.

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

## **209.1. FOOD ALLERGY MANAGEMENT**

### **1. Purpose**

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

### **2. Authority**

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.

### **3. Definitions**

**Food allergy** - an abnormal, adverse reaction to a food that is triggered by the body's immune

system.

**Medical Plans of Care** - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.
4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic

services and extracurricular activities as students without food allergies.

#### **4. Guidelines**

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

#### **Accommodating Students With Disabling Special Dietary Needs**

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.

The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would

include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

#### **Accommodating Students With Non-disabling Special Dietary Needs**

The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

#### **Confidentiality**

The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.

#### **5. Delegation of Responsibility**

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy

or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
5. Communication and confidentiality.
6. Emergency response.
7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

## **218. STUDENT DISCIPLINE** **ADOPTED: September 24, 2013**

### **1. Purpose**

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

### **2. Authority**

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored

activities, and while traveling to or from school and school-sponsored activities.

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

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.

Pol. 233 Any student disciplined by a district employee shall have the right to notice of the infraction.

Suspensions and expulsions shall be carried out in accordance with Board policy.

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

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. Pol. 122, 123- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance

at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.

5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### **3. Delegation of Responsibility**

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

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

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

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

### **Referral To Law Enforcement And Reporting Requirements**

Pol. 805.1- For reporting purposes, the term

Chartiers Valley High School Student Handbook 2018-2019

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

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

Pol. 805.1- The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

805.1- In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

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

## **218.1. WEAPONS**

**ADOPTED: September 24, 2013**

### **1. Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

### **2. Definitions**

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a

weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

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

### **3. Authority**

Pol. 218- The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

Pol. 233 - The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

Pol. 103.1, 113.1, 113.2, 805.1 - In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

### **4. Delegation of Responsibility**

Pol. 805.1 - The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

### **5. Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a

conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Pol. 805.1 - The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

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

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

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

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

#### **Transfer Students**

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

## **218.2. TERRORISTIC THREATS September 24, 2013**

### **1. Purpose**

The Board recognizes the danger that terroristic threats by students 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.

## **2. Definitions**

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

## **3. Authority**

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

Pol. 103.1, 113.1, 113.2, 805.1- In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

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

## **4. Delegation of Responsibility**

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

## **5. Guidelines**

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.

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

Pol. 805.1 - The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Pol. 805.1 - The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

## **220. STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS Adopted: February 26, 2009**

### **1. Purpose**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs

of the district shall be regulated as part of the school district's educational program.

## **2. Definitions**

**Distribution** - students handing non-school materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

**Expression** - verbal, written or symbolic representation or communication.

**Non-school materials** - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.

Posting - publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student web sites; through other district-owned technology and the like.

## **3. Authority**

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages

unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.

### Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the



- school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

#### Discipline For Engaging In Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

#### Distribution Of Nonschool Materials

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be

responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

#### Posting Of Non-school Materials

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

#### Review Of Student Expression

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

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy. The review for unprotected expression shall be reasonable and not calculated to delay distribution.

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

#### 4. Delegation of Responsibility

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

Disciplinary action may be determined by the administrators for students who distribute or post non-school materials in violation of this policy and

district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

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

### **221. DRESS AND GROOMING** **Adopted – February 26, 2009**

#### **1. Purpose**

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

Appropriate student dress and grooming are related to the efficient and orderly operation of a school. Good student appearance is often reflected in student performance and tends to promote and improve interest in educational endeavors and enhance the development of a positive self-esteem.

#### **2. Authority**

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

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

#### **3. Delegation of Responsibility**

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

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

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

### **222. TOBACCO** **September 24, 2013**

#### **1. Purpose**

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

#### **2. Definition**

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.

#### **3. Authority**

Pol. 103.1, 113.1, 113.2, 805.1 - The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

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

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

#### **4. Delegation of Responsibility**

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

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

#### **5. Guidelines**

Pol. 805.1 - The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance

providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Pol. 805.1 - The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Pol. 805.1 - In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students to the Office for Safe Schools on the required form.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

## **223. STUDENT DRIVING/PARKING** **Adopted – September 9, 2008**

### **1. Authority**

The Board shall permit the use of motor vehicles by students in accordance with the guidelines stated in this policy.

### **2. Guidelines**

All cars brought on school property must be registered with the office. A student must obtain a registration sheet and provide the proper information including insurance policy number and company, driver's license and parent's/guardian's permission.

The student and parent/guardian must sign this policy and return it to the building principal prior to permit receipt.

Driving and parking lot privileges will be granted to students who fulfill the prerequisites. In the event that all spaces would be taken, preference Chartiers Valley High School Student Handbook 2018-2019

would be given to students with valid verifiable needs. Priority will be given to students in the following order:

1. Seniors.
2. Involvement in after-school activities.
3. After-school employment. Must be verified on the proper form.
4. Juniors.
5. Sophomores.

The registration sheet shall be returned to the office and an identification tag will be issued. This tag must be displayed on the rearview mirror. Students may not drive to school or use the parking lot until all of the above steps are completed.

In the case of an extenuating circumstance, the building administration may grant a temporary parking pass for one (1) day.

Driving privileges may be suspended depending on the severity and number of incidents for the following violations:

1. Parking in other-than-designated areas.
2. Illegally leaving school grounds.
3. Unexcused tardiness.
4. Unexcused absences from school and/or class.
5. Speeding/Motor Vehicle Code violation.
6. Unauthorized presence in parking lot during school hours.
7. Possession, aiding, and/or abetting of illegal substances including, but not limited to tobacco, drugs and/or alcohol.
8. Persistent and/or willful violation of the Code of Student Conduct.

Any violations of school driving/parking regulations may result in any or all of the following:

7. Warning.
8. Municipal Authority Citation.
9. Revoking of driving privilege.
10. Suspension from school.
11. Police Department Citation.
12. Towing at owner's expense.

## **227. CONTROLLED SUBSTANCES/PARAPHERNALIA** **July 12, 2016**

### **4. Delegation of Responsibility**

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

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.

Provide education concerning the dangers of abusing controlled substances.

Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

### **5. Guidelines**

Pol. 218, 233 - Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

Pol. 805.1 - The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Pol. 805.1 - The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident.

The Superintendent or designee shall document attempts made to reach the parent/guardian.

Pol. 805.1 - In accordance with state law, the Superintendent shall annually, by July 31, report

all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.

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

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

### **Anabolic Steroids**

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

Pol. 233 - Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

### **Reasonable Suspicion/Testing**

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

## **Alcohol and Substance Abuse Disciplinary Sanction and Intervention Protocols**

### **Administrative Regulation #227**

It is the intent of this administrative regulation to clarify the disciplinary procedures and intervention options for violations of Policy 227 *Alcohol and Substance Abuse*.

### **Protocol #1**

Protocol #1 is to be used in the scenarios described below or in similar scenarios that may occur

1. A student is using or is suspected of using alcohol, narcotics, drugs, mood-altering substances or other substances at school, on school property and grounds, in school-sponsored vehicles or at school sponsored events.
2. A student is in possession of or is suspected of being in possession of alcohol, narcotics, drugs, mood-altering substances or other substances at school, on school property and grounds, in school-sponsored vehicles or at school sponsored events.
3. A student has engaged in or is suspected of engaging in unauthorized, inappropriate, or illegal use or possession of prescription or over-the-counter preparations at school, on school property and grounds, in school-sponsored vehicles or at school sponsored events.

Protocol #1 explicitly does not include the sale, distribution, or aiding in the sale or distribution of alcohol, narcotics, drugs, mood-altering substances, or prescription or over-the-counter preparations.

#### *Immediate Action*

The student will be escorted to the appropriate location. Principal is summoned. Staff member writes an anecdotal report of the incident. A Medical Wellness Check will be conducted by the nurse, as warranted.

#### *Investigation*

The student, his/her locker, car, desk and other possessions will be searched according to Board policy. District staff shall conduct any other appropriate investigation deemed necessary by staff.

#### *Notification Of Parents/Guardians -*

Parent/Guardian will be contacted, situation described and conference arranged.

#### *Confidentiality*

Information will be limited to those with the need to know.

#### *Notification Of Police*

Yes.

#### *Disposition Of Substance*

Substance will be confiscated, sealed and documented. Substance will be transferred to the local police department as evidence.

#### *Discipline/Rehabilitation*

1. The student shall be placed on suspension for three (3) days.
2. The student and parent/guardian shall be given the opportunity for an informal hearing within three (3) days.
3. The principal shall consider the following:
 

#### *Considerations for Intervention:*

  1. Does the student have other disciplinary referrals or previous violations of this policy?
  2. Does the student exhibit other indicators making high risk decisions?
3. Does the student exhibit other indicators of potential substance abuse?
4. Other relevant factors.

#### *Intervention Options:*

1. Assignment to high risk decisions course.
2. Mandated Check Ins with student support staff.
3. With parent permission convening a Student Support Team to develop specific recommendations/mandates for the student.
4. Assessment by a licensed drug and alcohol facility or licensed drug and alcohol therapist and follow through with all recommendations. All costs and responsibilities are to be assumed by the parent/guardian. A Release of Information Form must be signed by parents/guardians and student authorizing the release of all information to the district regarding the evaluation and student's compliance with any and all recommendations, after-care, rehabilitation and counseling. In addition, the parents/guardians must submit a report from the licensed drug/alcohol facility verifying the student's status in any recommended program of rehabilitation and

counseling within ten (10) days. At the conclusion of the recommended program, a report must be submitted to the school. The report must include the results of a negative multi-panel drug urine screen.

5. Imposition of random multi-panel drug urine screens. In lieu of a hearing before the school board or hearing officer the student and parent/guardian understand and agree that the student may be subject to random multi-panel drug urine screens initiated by the district solely at its discretion and at district expense for the remainder of his/her education at Chartiers Valley School District or shorter period deemed appropriate by School District Administration. In the event of a verified positive test result, the student may be brought before the Board for further disciplinary action up to and including permanent expulsion.

Considerations for Discipline:

1. What level did the infraction and any related behavior disrupt the operation of the school?
2. Does the student pose a threat to the orderly operation of the school?
3. Does the student present a threat to maintaining a safe school environment?
  
4. Is this a repeat violation of the same or similar policy?
5. Other relevant factors.

The following discipline shall be imposed by the principal:

- A. Exclusion from extracurricular activities for sixty (60) consecutive days within the school calendar from the date of the violation.

Or with parent permission:

- B. Exclusion from extracurricular activities for a minimum of ten (10) consecutive days within the school calendar from the date of the violation followed by a fifty (50) day probationary period. The probationary period begins upon a negative result from a multi-panel drug urine screen. The multi-panel drug urine screen may be conducted by a student's

family physician or by an approved testing facility. Written verification must be sent directly to the principal by the physician or testing facility. The imposition of random multi-panel drug urine screens will continue during the fifty (50) day probationary period. If a positive result occurs the student will be excluded from extracurricular activities for the remainder of the probationary period.

The following additional discipline may be imposed by the principal:

- A. Require written student reflection
- B. Community Service
- C. Saturday Detentions
- D. Mandatory Participation in After School Tutoring
- E. Loss of privileges that do not restrict educational opportunities. Example loss of parking privileges
- F. Five (5) days out-of-school suspension and five (5) days in-school suspension.
- G. Possible referral to School Board for hearing for expulsion from school or other expulsion agreement.
- H. Other appropriate discipline consequences.

Upon the student's readmission, the student shall be referred to the Student Support Specialist. The student must cooperate with the Student Support Specialist and participate in any and all programs resulting therefrom.

**Protocol #2**

A student is or is suspected of producing, selling, distributing or aiding in the distribution of alcohol, drugs, narcotics, mood-altering substances or other substances or the unauthorized, inappropriate or illegal sale or distribution or aiding in the sale or distribution of prescription or over-the-counter preparations.

*Immediate Action*

Principal is summoned. Staff member writes an anecdotal report of the incident. A Medical Wellness Check will be conducted by the nurse, if warranted.

*Investigation -*

The student, his/her locker, car, desk and

other possessions will be searched according to Board policy. District staff shall conduct any other appropriate investigation deemed necessary by staff.

*Notification Of Parents/Guardians -*

Parent/Guardian will be contacted, situation described and conference arranged.

*Confidentiality -*

Information will be limited to those with the need to know.

*Notification Of Police*

Yes.

*Disposition Of Substance*

Substance will be confiscated, sealed and documented. Substance will be transferred to the local police department as evidence.

*Discipline/Rehabilitation*

- 1.The student shall be placed on out of school suspension for three (3) days.
- 2.The student and parent/guardian shall be given the opportunity for an informal hearing within three (3) days.
- 3.The student shall be given an extended out of school suspension of seven (7) days for a maximum number of ten (10) days out-of-school suspension.
- 4.Potential referral to School Board for hearing for expulsion which may include permanent expulsion or other expulsion agreement, or Reassignment of student.

The principal shall recommend to the superintendent if a student should be considered for reassignment or scheduled for a formal board hearing. The principal and Superintendent may consider all relevant factors, including the complete disciplinary history of the student, impact on the school, gravity of the individual incident and any other mitigating factors.

Reassignment of student shall occur within 10 days and shall be to another educational setting such as Cyber Education Program or Community School West. Placement is the sole discretion of CVSD. In the case of students with an IEP the IEP Team will be reconvened. The formal School Board hearing for potential expulsion is defined in the Pennsylvania School Code.

The Principal may, in addition, utilize any of the interventions or discipline option referenced above for Protocol #1.

If student is readmitted to the District, the student shall be referred to the Student Support Specialist. The student must cooperate with the Student Support Specialist and participate in any and all programs resulting therefrom.

The Superintendent may approve modifications to these regulations on a case by case basis.

### **233. SUSPENSION AND EXPULSION Adopted – February 6, 2009**

#### **1. Purpose**

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

#### **2. Authority**

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

Every principal in charge of a public school may temporarily suspend any student for disobedience or misconduct.

#### **3. Guidelines**

##### Exclusion From School - Suspension

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

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority

to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

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

Informal hearings under this provision shall be conducted by the building principal.

#### Purpose Of Informal Hearing

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

#### Due Process Requirements For Informal Hearing

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

#### Exclusion From Class - In-School Suspension (when applicable)

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school. Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the

in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

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

#### Expulsion

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

#### Expulsion Hearings

A formal hearing shall be required in all expulsion actions except when a parent/guardian agrees to waive his/her right to the hearing.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15)



school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

- a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### Adjudication

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

#### Attendance/School Work During Suspension And Prior To Expulsion

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

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

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

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

#### Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

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

#### Students With Disabilities

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

#### 4. Delegation of Responsibility

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

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

### **237. ELECTRONIC DEVICES**

**Adopted: February 26, 2009**

#### 1. Authority

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The Board prohibits use of personal communication devices, including cellular phones, by students during the school day in district buildings.

In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

## **2. Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook and district web site.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

## **3. Guidelines**

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

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

### Telephone Pagers/Beepers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

### Laptop Computers/Personal Digital Assistants/Communication Devices

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities.

Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers, PDAs, and/or communication devices.

## **247. HAZING**

**Adopted: February 26, 2009**

## **1. Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities are inconsistent with the goals of the District and are prohibited at all times.

## **2. Definitions**

For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

*Endanger the physical health* shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

*Endanger the mental health* shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

## **3. Authority**

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline

to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

#### **4. Delegation of Responsibility**

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District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of:

1. Publication in handbooks.
2. Verbal instructions by the coach or sponsor at the start of the season or program.

#### **5. Guidelines Complaint Procedure**

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1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
5. The investigative report of the principal shall be forwarded to the Superintendent for consideration of possible discipline of any employee found to have engaged in hazing, and to consider whether circumstances warrant referral to local law enforcement.

#### **248. UNLAWFUL HARASSMENT**

**Adopted: February 26, 2009**

#### **1. Purpose**

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The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

#### **2. Authority**

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The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

#### **3. Definitions**

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For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is

used as the basis for academic or work decisions affecting the individual.

3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

#### **4. Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment. The building principal or designee shall be responsible to complete the following duties when  
Chartiers Valley High School Student Handbook 2018-2019

receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

#### **5. Guidelines**

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##### **Complaint Procedure – Student/Third Party**

##### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

##### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident.

The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

#### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

## **249. Bullying/Cyberbullying Adopted: December, 2008**

### **1. Purpose**

The Charters Valley Board of School Directors is committed to providing all students and employees with a safe and civil school environment in which all members of the school community are treated with dignity and respect and are free from harassment or bullying, in accordance with PA Code 22 12.3 (c). The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, bullying is prohibited and will not be tolerated.

### **2. Definitions**

For the purpose of this policy, **bullying** shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students.
2. Which occurs in a school setting.
3. That is severe, persistent or pervasive.
4. That has the effect of doing any of the following:
  - a. Substantially interfering with a student's education.
  - b. Creating a threatening environment.
  - c. Substantially disrupting the orderly operation of the school.

Bullying can take many forms and can include a variety of behaviors, such as:

1. Physical violence and attacks.
2. Verbal taunts, name calling and put-downs.
3. Emotional bullying, i.e. spreading rumors,
4. Ridiculing and manipulating social relationships.
5. Threats and intimidation.
6. Extortion or stealing.
7. Racial, ethnic or gender-based verbal or physical abuse.
8. Spreading false information about a person.
9. Cyberbullying.

**Cyberbullying** includes, but is not limited to, misuses of technology which have the effect of harassing, teasing, intimidating, or terrorizing another student, teacher or employee carried out by means of sending or posting inappropriate e-mail messages, instant messages, text messages, pictures, images or other text by means of computers or electronic devices. Inappropriate or derogatory use of personal profiles on web sites or other web site postings, etc., is also considered cyberbullying.

The terms **bullying** and **cyberbullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

**School setting** shall mean in a school building, on school grounds, in school vehicles, at a designated bus stop or at any school-sponsored, supervised or sanctioned activity. Regardless whether the bullying occurs in the school setting or outside the school setting, such bullying is prohibited if it impacts the school environment and otherwise meets the definition set forth in this policy.

### **3. Authority**

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The Board prohibits all forms of bullying by district students.

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

### **4. Delegation of Responsibility**

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Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying. Teachers and other staff (including, but not limited to secretaries, custodians, hall monitors, bus drivers, etc.) who observe acts of bullying shall take reasonable steps to intervene and stop such conduct, unless intervention would threaten the staff member's safety.

All incidents of bullying shall be immediately reported to the building principal or designee so it can be investigated promptly. The building principal or designee will appropriately take corrective action, ensure confidentiality and conduct proper follow-up communications with the parents/guardians.

Each student shall be responsible to respect the rights of others and maintain an environment free of bullying and cyberbullying. Students shall be encouraged to promptly report incidents of bullying and cyberbullying to the teacher, building principal or designee.

The Superintendent or designee may develop

Chartiers Valley High School Student Handbook 2018-2019

administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed within ninety (90) days after its adoption and thereafter at least annually with students.

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

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

### **5. Guidelines**

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The student handbook and Code of Student Conduct will contain this policy, and shall be disseminated annually to students.

The policy shall be accessible in every classroom and will be posted in a prominent location in each school building as well as on the district web site.

#### Education

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

#### Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action, consistent with the student discipline code, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

#### Review

The district shall review this policy at least every three (3) years in order to ensure compliance with

applicable statutes.

## **No. 252 DATING VIOLENCE**

### **1. Purpose**

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

### **2. Definitions**

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

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

### **3. Authority**

Pol. 218 - The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.

### **4. Guidelines**

#### **Complaint Procedure**

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the

- building principal.
- guidance counselor.
- classroom teacher.

The building principal shall contact the local police to report the alleged act of dating violence.

The building principal shall notify the parents of the alleged victim and offender that the police have been notified about the alleged act.

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

This policy on dating violence shall be:

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

#### **Dating Violence Training**

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

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

Pol. 105.1 - A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.

Pol. 105.2 - At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.

252. ATTACHMENT

REPORT FORM FOR COMPLAINTS OF DATING VIOLENCE

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School Building: \_\_\_\_\_

Date(s) of Alleged Incident(s): \_\_\_\_\_

Name of person you believe violated the district's policy prohibiting dating violence:  
\_\_\_\_\_

If the alleged dating violence was directed against another person, identify the other person:  
\_\_\_\_\_

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present:  
\_\_\_\_\_

—

—

This complaint is based on my honest belief that \_\_\_\_\_ committed dating violence against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date



**810. Transportation (Portion)**  
**Adopted: October 26, 1999**  
**Revised: August 16, 2005**

Discipline Procedures

A public school education is the right of every student. Transportation to and from school is a privilege provided by the school district, a privilege that can be lost through violations of the discipline code.

The Pennsylvania Public School Code governs the transportation of students, gives the State Board of Education the authority to adopt regulations and to assign responsibilities governing school transportation.

The State Board of Education, in turn, gives full responsibility for all aspects of student transportation in the district to the Board. The Board is authorized to adopt Board policies and to establish procedures and guidelines.

The Board can:

1. Determine the eligibility of resident students for free transportation services.
2. Establish rules of conduct for students who ride school buses.
3. Determine violations of those rules by offenders.
4. Invoke disciplinary action for misconduct, which may lead to temporary or full suspension of transportation privileges.

Driver Responsibility

The bus driver is responsible for maintaining order on a school bus. The driver cannot inflict corporal punishment, and is not permitted to discharge any student from the bus other than at the student's regular stop or the appropriate school. The driver will, however, submit a misconduct report of any student as soon as possible to the building principal of the student's school.

Offenses

1. Violation of rules of conduct that jeopardizes the safety of students.
2. Possession or use of alcoholic beverages, controlled drugs or narcotics.
3. Smoking or other use of tobacco while riding school transportation.

4. Committing physical assault upon other students, school employees or other persons.
5. Endangering the health, safety or morals of students or school employees by such actions as bomb threats, arson, extortion, intimidation, possession or use of dangerous weapons, threats or bodily harm or destruction of property, possession of incendiary devices such as firecrackers.
6. Using profane or abusive language.
7. Acting in an insubordinate manner, or showing flagrant disrespect to the bus driver or school employee.
8. Willfully destroying transportation property or the property of others.
9. Stealing or gambling.
10. Failure to identify self upon request of driver or school official.
11. Riding an unassigned bus.

For a first offense misconduct report, the student will receive a warning, except when the offense is deemed serious enough to warrant severe measures by the administration and/or Board. For a second offense, a temporary suspension of transportation privileges up to three (3) days will be invoked. The principal will inform the student of the reasons for the suspension, and the student will be given the opportunity to respond to the action.

The principal will also:

1. Contact the student's parents or guardian, and give notice of the action.
2. Send a letter to the parents or guardian, with a copy to the Superintendent, giving a full report of the misconduct.
3. Inform the school bus driver of the action taken.
4. Provide an opportunity for a conference with the parents or guardian before the suspension is terminated.

A student who commits a third offense will be given a five (5) day suspension from bus riding privileges. As in the case of the second offense, the principal will implement the same adjudication procedures.

If repeated offenses result, a student could receive full suspension of school transportation privileges or expulsion from school. The principal

will conduct an informal hearing on the alleged violation.

Any decision for an expulsion would be determined by the members of the Board.

**815. ACCEPTABLE USE OF INTERNET ACCESS, E-MAIL AND NETWORK RESOURCES**

**ADOPTED: October 26, 1999**

**REVISED: February 26, 2008**

**1. Purpose**

Internet access, electronic mail (e-mail) and network resources are available to teachers, administrators and students in the Chartiers Valley School District for educational and instructional purposes and other purposes consistent with the educational mission of the District, to facilitate learning and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

For educational purposes, the use of network facilities shall include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

This policy establishes guidelines for use of the Internet and e-mail network. Student use of the District's Internet system shall be governed by this policy and related District and school regulations. Staff use will be governed by this policy, related District and school regulations, the District's employment policy, and the collective bargaining agreement. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the District's Internet system. However, users have only limited privacy expectations in the contents of their personal files and records of their online activity while on the District system.

The District's Internet system has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed or posted through the system for educational

purposes. However, the District will not restrict student access to information or speech on the basis of viewpoint discrimination. Users are also expected to follow the rules set forth in this policy, the student disciplinary code, and the law in use of the District's Internet system.

Users may not use the District's Internet system for commercial purposes. This means users may not offer, provide, or purchase products or services through the District's Internet system.

Users may not use the District's Internet system for political lobbying, but may use the system to communicate with elected representatives and to express opinions on political issues.

All use of computer technology must be in support of education and research; and consistent with the technology mission of the Chartiers Valley School District.

All students and employees have a duty to use computer technology in a responsible and considerate manner.

**2. Authority**

With Internet and e-mail comes the availability of material that may not be considered appropriate in a school setting. The District cannot regulate and monitor all the information received or sent by persons who use the Internet or e-mail; and the District cannot ensure that students who use the Internet or e-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The District believes, however, that the availability and value of the Internet and e-mail far outweigh the possibility that users may procure inappropriate or offensive material.

The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received. The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District's Internet system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through the system. The District will not be responsible for

financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the District harmless from any losses sustained as the result of misuse of the system by user.

Use of the system by students will be limited to those students whose parents have signed a disclaimer of claims for damages against the District.

The District reserves the right to log network use and to monitor fileserver space utilization by District users, while respecting the privacy rights of both District users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall establish a list of material, in addition to those stated in law, that are inappropriate for access by minors. The District will not restrict student access to information or speech on the basis of viewpoint discrimination.

### **3. Delegation of Responsibility**

The District shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the District and on the Internet.

The administrative responsibilities of the District's administrative staff related to the District's Internet system are as follows:

1. The Superintendent, or his/her designee, shall serve as the coordinator to oversee the District's Internet system. The Superintendent is authorized to develop regulations and agreements for the use of the District's Internet system that are in accord with this policy statement, and other District policies, to determine whether the

District's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

- (a) Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- (b) Maintaining and securing a usage log.
- (c) Monitoring online activities of minors.

2. The building administrator, or his/her designee, shall serve as the building-level coordinators for the District's Internet system, shall develop building-level regulations necessary to implement this policy and District regulations, establish procedures to ensure adequate supervision of students using the system, maintain executed user agreements, and shall be responsible for interpreting this policy and related regulations at the building level with the authority to determine what is inappropriate use.

3. The Chartiers Valley School District Technology Coordinator shall be responsible for ongoing evaluation of the issues related to this policy, related regulations, and the strategies implemented by the building administrators under this policy. The Technology Coordinator shall solicit input and feedback from staff, students, parents, and the community in this evaluation process.

#### 4. Guidelines Monitoring

The District reserves the right to log, monitor and review Internet, e-mail and other network use of each user. This logging, monitoring and reviewing may be conducted without cause and without notice. Each user of the District's computers, by the use thereof, agrees and consents to such logging, monitoring and reviewing and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network usage. Network storage areas may be treated like school lockers which are District property. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on District servers or computers will not be private. The

District does not maintain archives of all e-mail messages.

#### Access to Materials

Users will not use the District's Internet system to access material in violation of the following standards:

1. Prohibited Material – Prohibited material may not be accessed at any time, for any purpose. The District designates the following types of materials as prohibited: obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.
2. Restricted Material – Material that is restricted may not be accessed by elementary or middle school students at any time for any purpose. Restricted material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher. Materials that may arguably fall within the description provided for prohibited material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be restricted. In addition, restricted material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are restricted unless such sites have been specifically approved by the school.
3. Limited Access Material – Limited access is material that is generally considered to be non-educational or entertainment. Limited access material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited access material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments. If a user mistakenly accesses inappropriate information, s/he should immediately disclose this access to his/her teacher or a building administrator in his/her school. This will protect the user against a

claim that s/he has intentionally violated this policy.

#### Technology Protection Measure

1. The District shall implement the use of a Technology Protection Measure, which is a specific technology that will protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the District, the Technology Protection Measure may also be configured to protect against access to other material considered inappropriate for students to access.
2. The Technology Protection Measure may not be disabled at any time that students may be using the District's Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material, if the Technology Protection Measure has inappropriately blocked access to such sites.
3. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure.

Student use of the District's Internet system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.

#### Access Agreement

All students, administrators and teachers who use the Internet, e-mail and other network facilities must agree to, and abide by, all conditions of this policy. Each user must sign the District's Internet, e-mail and Network Access Agreement (Agreement), which is attached to this policy. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians.

Students may not use the District's computers for access to the Internet or for e-mail without the approval or supervision of a teacher or other District staff member.

### Prohibitions

Use of the Internet, e-mail and network technology must be in support of the educational mission and instructional program of the District. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. With respect to all users, the following are expressly prohibited:

1. Use for inappropriate or illegal purposes.
2. Use in an illegal manner or to facilitate illegal activity, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. Use for commercial, private advertisement or for-profit purposes.
4. Use for lobbying or political purposes.
5. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. Users will be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.
6. Hate mail, harassment, discriminatory remarks, offensive, inflammatory, threatening statements and other antisocial communications on the network. Users shall not engage in personal attacks, including prejudicial or discriminatory attacks. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If users are told by a person to stop sending them messages, they must stop. Users shall not knowingly or recklessly post false or defamatory information about a person or organization.
7. The unauthorized or illegal installation, distribution, reproduction or use of copyrighted software or materials.
8. Use to access, view or obtain material that is pornography or child pornography.
9. Use to transmit material likely to be offensive or objectionable to recipients.
10. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
11. Use to misrepresent other users on the network.
12. Use of another person's e-mail address, user account or password.
13. Loading or use of unauthorized games, programs, files, music or other electronic media.
14. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
15. Use to upload, create or attempt to create a computer virus.
16. The unauthorized disclosure, use or dissemination of personal information regarding minors.
17. Use for purposes of accessing, sending, creating or posting, materials or communications that are:
  - a. Damaging to another's reputation.
  - b. Abusive.
  - c. Obscene.
  - d. Sexually oriented.
  - e. Threatening.
  - f. Contrary to the District policy on harassment.
  - g. Harassing.
  - h. Illegal.
18. Users shall not plagiarize works found on the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as if they were yours. Users shall respect the rights of copyright owners in the use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. Use which involves any copyright violation or for the copying, downloading or distributing of copyrighted material without the owner's permission, unless permitted in accordance with the fair use guidelines, is prohibited.
19. Use to invade the privacy of other persons.
20. Posting anonymous messages.
21. Use to read, delete, copy or modify the e-mail or files of other users, or to deliberately interfere with the ability of other users to send or receive e-mail.
22. Use while access privileges are suspended or revoked.
23. Any attempt to circumvent or disable the filter or any security measure.
24. Non-work or non-school related work.
25. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
26. Quoting of personal communications in a public forum without the original author's prior

consent. Reposting (forwarding) communication without the author's prior consent is prohibited. Spoofing or otherwise attempting to send anonymous messages is prohibited.

27. Use inconsistent with network etiquette and other generally accepted etiquette.

#### Additional Prohibitions for Student/Minor Users

##### Student/Minor users shall not:

1. Use the system to access inappropriate materials or material that may be harmful to minors.
2. Disclose, use or disseminate any personal identification information of themselves or other students.
3. Engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

#### Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others. General District rules and policies for behavior and communicating apply.
2. Use appropriate language. Restrictions against inappropriate language apply to all speech communicated through the District's Internet system, including but not limited to public messages, private messages, and material posted on web pages. Users shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Do not reveal the personal addresses or telephone numbers of others.
4. Recognize that e-mail is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with, cause damage or danger of disruption in its use by other users.
6. Consider all communications and information accessible via the Internet to be private property.
7. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If users are told by a person to stop sending them messages, they must stop. Users shall not knowingly or recklessly post false or defamatory information about a person or organization. Users must respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.
8. Users may not monopolize resources of the Chartiers Valley School District computer

technology. This includes things such as: running large jobs during the day, sending a massive amount of mail to other Chartiers Valley School District users, or using system resources for downloading software, online radio stations, streaming video or to knowingly degrade the performance of the network.

#### Security

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Users shall not attempt to gain unauthorized access to the District's Internet system or to any other computer system through the District system, or go beyond their authorized access.

Security on any computer is a high priority especially when the system involves many users. Each user is required to report any security problems to the System Administrator. The problem is not to be demonstrated to other users. Users shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users shall avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

#### Consequences of Inappropriate Use

The user, whether a student or employee, shall be responsible for damages to equipment, systems or software resulting from deliberate or

willful acts. In addition to other appropriate disciplinary procedures, failure by any user to adhere to the procedures and prohibitions listed in this policy may result in the loss of access to the Internet and e-mail. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

The use of the Internet and e-mail is a privilege, not a right. In the event there is a claim that the user has violated this policy or student disciplinary code in use of the District's Internet system, s/he shall be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.

If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the code. Additional restrictions may be placed on Internet usage. District administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

#### Disclaimer

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not guarantee that the functions or services provided through the District's Internet service will be without error. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, nondeliveries, missed

deliveries, or service interruption, caused by its own negligence or the user's errors or omissions or any hardware failure, or exposure to inappropriate material or people. Use of any information obtained through the use of the District's computers is at the user's risk. The District disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail. The user's parents/guardians can be held financially responsible for any harm that may result from his/her intentional misuse of the system. Users may only use the system if their parents/guardians have signed a disclaimer of claims for damages against the District. Each school shall provide an annual written notice to the parents/guardians of students about the District's Internet system, the policies governing its use, and the limitation of liability of the District. Parents/Guardians must sign an agreement to allow their child to access the Internet. Upon receipt of the executed agreement, the student will be issued an Internet username and password. The agreement and the Internet username will be effective for as long as the student attends the particular school. Parents/Guardians have the right to request the termination of their child's Internet access at any time.

#### Charges

The District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

#### Listservs and Software

Subscriptions to listservs must be pre-approved by the District. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from a teacher or administrator.

**815. ATTACHMENT 2  
CHARTIERS VALLEY SCHOOL DISTRICT  
INTERNET, E-MAIL AND NETWORK ACCESS  
AGREEMENT (“AGREEMENT”)**

I have read, understand, accept, and will abide by the Chartiers Valley School District’s (“District’s”) Acceptable Use of Internet Access, E-mail & Network Resources Policy (“Policy”). I further understand that any violation of this policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to e-mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the District’s computers; I acknowledge that all aspects of my use of the District’s computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the District’s computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the District makes no assurances of any kind, whether express or implied, regarding any Internet or e-mail services. I further understand that the use of any information obtained via the Internet and/or e-mail is at my own risk; that the District specifically disclaims responsibility for the accuracy or quality of such information; and that the District is not, and will not be, responsible for any damage or loss which I suffer.

\_\_\_\_\_  
User Name (Please Print)

\_\_\_\_\_  
\_\_\_\_\_  
User Signature

Date

*Note: For student users, parent(s) or guardian(s) must also read and sign this Agreement.*

**Parents/Guardians Agreement**

Due to the nature of the Internet and e-mail, it is neither practical nor possible for the District to ensure compliance at all times with the District’s policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet and e-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and e-mail and must communicate their own expectations to their child

**815.1. COMPUTER**

regarding appropriate use of the Internet and email.

As the parent/guardian of \_\_\_\_\_, I acknowledge that I received and understand the District’s Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet and e-mail access is designed for educational and instructional purposes and that the District will discourage access to inappropriate and objectionable materials and communications. However, I recognize it is impossible for the District to prevent access to all inappropriate and objectionable material, and I will not hold the District responsible for materials acquired or contacts made through the Internet or e-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and e-mail and that it may be possible for my child to access these materials if he or she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and e-mail; that there is no practical means for the District to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the District to monitor and review all communications to or from my child on the Internet and e-mail, I recognize that it is not possible for the District to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and e-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the District to provide my child with internet and e-mail access. I agree to compensate the District for any expenses or costs as a result of my child’s violation of the policy or its administrative procedures; and I further agree that I will not hold the District responsible for any matter arising by reason of or relating to (1.) my child’s violation of the District’s policy or (2.) any materials acquired by my child, or contacts made by or to my child, through the Internet or e-mail.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

Date

**TAMPERING/VANDALISM**



**Adopted: August 12, 2008**

**1. Authority**

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Tampering with, vandalism to, or unauthorized use of Chartiers Valley School District computers or other electronic equipment (printers, cabling drives, monitors, keyboards, mice, VCRs, televisions, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statues, subjecting violators to serious criminal prosecution. This policy is intended to be at least as broad and encompassing as Section 3933 of the Crimes Code (Jan. 95).

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**2. Guidelines**

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Student violators will be subject to discipline up to and including possible expulsion; repeat student offenders will be subject to at least a 10-day out-of-school suspension.

Employee violators will be subject to discipline and up to and including possible dismissal from employment.

All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

All students having access to district computers, computer software, and other technology must abide by district regulations and sign a statement of computer security agreement.

Illegal Activities (Software)

The following activities are considered illegal:

1. Providing copies of copyrighted software to others while maintaining personal copies, unless there is a specific provision in the manufacturer's copyright allowing such action.
2. Using software or documentation known to have been obtained in violation of the copyright law.
3. Using a copyrighted program on more than one (1) machine at the same time, unless the copyright provision allows such action. This includes placing personal software on a school district computer where it also resides on a personal computer, such as at home.

## Summary of Alcohol or other Controlled Substances Intervention Regulations

	<b>Situational Category</b>	<b>Immediate Action</b>	<b>Investigation</b>	<b>Notification of Parents</b>	<b>Notification of Police</b>	<b>Disposition of Substance</b>	<b>Disposition of Student</b>
1	A staff member if concerned about inappropriate behavior which may hinder learning.	Staff member works with the student and/or refers to the student assistance team	Student assistance team initiates intake procedures.	Student assistance team may describe behavior to parents	Not required.	Not applicable	Refer to counselor, no discipline mandated.
2	A student demonstrates symptoms of possible use of alcohol, controlled substances or mood altering chemicals.	Nurse will be summoned immediately. Student may be transported to a medical facility. This will be handled as a medical emergency.	The principal/ designee investigates. This may include a search of the student and/or the locker and removal of possible substances.	Principal/designee will contact parents.	Not required unless a controlled substance is discovered at the time of emergency.	Given to medical personnel and then turned over to police for possible analysis and use in further proceedings.	Refer to counselor/crisis intervention specialist and student assistance team. If there is a violation, see appropriate situational category listed below.
3	A student is found to be under the influence of, using, or in possession of with or without the intent to sell alcohol, controlled substances, or mood altering chemicals for the first time in his/her school career.	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol or other controlled substances will be confiscated.	Principal/designee will contact parents.	Yes	Turned over to the police with possible request for analysis and use in further proceedings.	<ol style="list-style-type: none"> <li>1. Refer to counselor/student assistance team.</li> <li>2. Ten day out of school suspension.</li> <li>3. Informal hearing held on third day of suspension.</li> <li>4. Required participation in an assessment by a licensed D&amp;A agency or licensed D&amp;A therapist.</li> <li>5. Timeline for compliance and review of progress to include parent, student, counselor and principal to be determined by principal.</li> <li>6. Student is not permitted to attend extracurricular activities for 60 calendar days. These include but are not limited to games, practices, dances, meetings, club/activity activities.</li> <li>7. Superintendent recommendation to school board for expulsion for failure to comply with any of the above.</li> <li>8. Referral to local police department/SRO for criminal prosecution.</li> </ol>
4	A student is found to be under the influence of, using, or in possession of alcohol, controlled substances, or mood altering chemicals for a second or more time during his/her school career.	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol or other controlled substances will be confiscated	Principal/designee will contact parents.	Yes	Turned over to the police with possible request for analysis and use in further proceedings.	<ol style="list-style-type: none"> <li>1. Refer to counselor and student assistance team.</li> <li>2. Ten days out of school suspension.</li> <li>3. Informal hearing held on third day of suspension.</li> <li>4. Formal recommendation to school board for expulsion.</li> <li>5. Criminal prosecution.</li> </ol>
5	Student is found in possession of paraphernalia associated with the use of alcohol or other controlled substances for the	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol or other controlled	Principal/designee will contact parents and arrange for a	Yes	Turned over to the police with possible request for analysis and use in further	<ol style="list-style-type: none"> <li>1. Refer to counselor/student assistance team.</li> <li>2. Ten day out of school suspension.</li> <li>3. Informal hearing held on third day of suspension.</li> <li>4. Required participation in an assessment by a</li> </ol>

first time.		substances will be confiscated. If use is also admitted, follow situational category 3, 4, 5 or 6.	conference.		proceedings.	<p>licensed D&amp;A agency or licensed D&amp;A therapist.</p> <p>5. Review of progress to include parent, student, counselor and administrator after 30 days.</p> <p>6. Student is not permitted to attend extracurricular activities for 60 calendar days. These include but are not limited to games, practices, dances, meetings, club/activity activities.</p> <p>7. Superintendent recommendation to school board for expulsion for failure to comply with any of the above.</p> <p>8. Referral to local police department/SRO for criminal prosecution.</p>
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**CHARTIERS VALLEY SCHOOL DISTRICT  
CHILD FIND AND  
ANNUAL NOTICE TO PARENTS  
(CFR 300.125)**

**SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

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

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students or eligible students, contact Amy Wodnicki, Director of Student Services at 412.429.2638 throughout the school year.

**NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS**

Child Find  
Chartiers Valley School District  
Amy Wodnicki  
2030 Swallow Hill Road  
Pittsburgh, PA 15220  
412.429.2638 Phone 412.429.2286 Fax

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during the process. Each school district shall also conduct awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district and request an explanation.

**IDENTIFICATION ACTIVITY**

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities, that if found to cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities (speech or language), traumatic brain injury and visual impairment including blindness, in the case of a child that is of preschool age developmental delay. Screening activities are also conducted to determine student need for gifted support services.

The Chartiers Valley School District provides educational services for all eligible students either through district- operated classes, contracts with the Allegheny Intermediate Unit #3, Private Academic Schools, or Approved Private Schools. Classes providing Learning Support, Life-Skills Support, Emotional Support, Physical Support, Multiple Disabilities Support, and Autistic Support are available for students at beginning school age through age 21, if necessary. Additional services include hearing, vision, and speech and language support. Students found to meet eligibility criteria as "mentally gifted" may receive services through district's Gifted Education Programs.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. Children suspected of being "mentally gifted" who need specially designed instruction not ordinarily provided in the regular education program also go through screening activities. The activities include: Review of group data, conduct hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

The school district will follow procedures outlined in the special education regulations (Chapter 14) for determining eligibility and need for special education services. Chapter 16 regulations will be followed to determine eligibility and need for Gifted Education services.

#### CONFIDENTIALITY (CFR 300.127)

If after screening, a disability is suspected, upon your permission, your child will be evaluated. Written records of the results are called an education record, which are directly related to your child and are maintained by the school districts. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employee's names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at designated intervals, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation.

As the parent of the child you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay before any meetings regarding planning for your child's special education program (called an IEP meeting). Should you and your school district disagree about your child's special education supports and services and a due process hearing is requested, the school district will furnish you with the opportunity to inspect and review your child's records, within 30 days.

You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. This review is conducted with the assistance of an appropriate school district staff member.

Upon your request, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the school district will charge a fee for copies of records made in response to your request except, it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. A current list of reasonable fees relative to records request is available in the district's central office. The district will not charge a fee to search or retrieve information.

You have the right to request in writing the amendment of your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. The school district will decide whether to amend the records within 45 school days of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time, additional information regarding the hearing procedures. Upon written request, the district will schedule and provide written notice of the hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

A parent may file a written complaint with the Pennsylvania Department of Education at the address below alleging that the rights described in this notice were not provided.

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance  
333 Market Street  
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter, issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved. Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605

Chartiers Valley School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact:

Chartiers Valley School District  
Amy Wodnicki  
Director of Student Services  
2030 Swallow Hill Road  
Pittsburgh, PA 15220  
412.429.2639 Phone 412.429.2237 Fax

## EARLY INTERVENTION IDENTIFICATION

In Pennsylvania, a child between three years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above, will be identified as an "eligible young child." The parents of these children have the same rights described above.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available through the DART Program operated by Allegheny Intermediate Unit. To schedule an appointment for screening call Dr. Susan Sams, Program Director of DART at 412.394.5816. For additional information, contact Amy Wodnicki at 412.429.2638.

## POTENTIAL INDICATORS OF WEAKNESSES IN THE DEVELOPMENTAL DOMAIN AREAS AND OTHER RISK FACTORS THAT COULD INDICATE A DISABILITY

Requirement of Section 14.212(b)

A developmental delay is determined by the results of a developmental evaluation. The results of one or more domain areas (adaptive, personal-social, communication, motor or cognitive) have to show at least a 25% delay or a score of 1.5 standard deviations below the mean (Standard Score of 77 or below). The delay results in the need for specially designed intervention/instruction (SDI) in order to participate in typical activities and routines.

Children with a developmental delay may show weaknesses in the following areas:

**Adaptive** – Pre-kindergarten aged children with a developmental delay may have difficulty dressing/undressing; using utensils to eat, removing shoes without assistance, distinguishing between nonfood/food substances, or have difficulty with toileting needs. One may have difficulty moving independently around the house, understanding that hot is dangerous, putting away toys when asked, indicating an illness or ailment to an adult, or demonstrating caution and avoiding common dangers.

**Personal-Social** – Pre-kindergarten aged children with a developmental delay may have difficulty responding positively to adult praise, rewards or promise of rewards; greeting familiar adults spontaneously, enjoying simple stories read aloud, helping with simple household tasks, initiating social interaction with familiar adults, expressing affection/liking for peers, playing cooperatively with peers, stating first name, last name, age, or whether he is a male/female; using objects in make-believe play, using 'I' or 'me' to refer to himself, or recognizing facial expressions of common emotions.

**Communication** - Pre-kindergarten aged children with a developmental delay may have difficulty following 2-step verbal commands, associating spoken words with pictures, recalling events from a story presented orally; engaging in extended and meaningful nonverbal exchanges with others, using words to get his/her needs met, responding to 'yes' and 'no' questions appropriately, or asking 'wh' questions.

**Motor** - Pre-kindergarten aged children with a developmental delay may have difficulty running without falling, kicking a ball without falling, walking up and down steps alternating feet without assistance, walking backward, imitating the bilateral movements of an adult, pointing with his index finger independent of the thumb and other fingers, scribbling linear and/or circular patterns spontaneously, using the pads of fingertips to grasp a pencil, holding a paper with one hand while drawing or writing with the other hand, fastening clothing without assistance, cutting with scissors, copying a circle, or imitating vertical and horizontal markings.

**Cognitive** - Pre-kindergarten aged children with a developmental delay may have difficulty attending to one activity for 3 or more minutes, reciting memorized lines from songs or TV shows, showing interest in age-appropriate books, matching/naming colors, responding to one and one more, giving three objects on



request, matching shapes, identifying objects by their use, identifying items by size, identifying colors of familiar objects not in view, or identifying simple objects by touch.

#### OTHER FACTORS THAT COULD INDICATE A DISABILITY

Developmental disabilities are birth defects related to a problem with how a body part or body system works. They may also be known as functional birth defects. Many of these conditions affect multiple body parts or systems. Researchers have identified thousands of different birth defects. Birth defects can have a variety of causes, such as:

Genetic problems caused when one or more genes doesn't work properly or part of a gene is missing, problems with chromosomes, such as having an extra chromosome or missing part of a chromosome, environmental factors that the expectant mother is exposed to during pregnancy, such as Rubella or German measles or if she uses drugs or alcohol during pregnancy.

#### FACTORS CONSIDERED WHEN DETERMINING MENTAL GIFTEDNESS

1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.
2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. The child demonstrates early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.
5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

#### FREE APPROPRIATE PUBLIC EDUCATION (CFR 300.121)

Chartiers Valley School District provides a free, appropriate, public education (FAPE) to exceptional students residing in the district. All children with a disability between the ages of three to twenty-one who have been identified as needing special education and related services have the right to FAPE. The determination that a child is eligible for special education and related services is made on an individual basis by a team of qualified professionals and the parent of the child following a multidisciplinary evaluation and the completion of an evaluation report. A student qualifies as exceptional if he or she is found to be a child with a disability and in need of specially designed instruction and related services under the provisions of the Individuals with Disabilities Act (IDEA) and Chapter 14 of the Pa. School Code. The following are disability categories under IDEA: autism, deafness, deaf/blindness, emotional disturbance, traumatic brain injury, hearing impairment, specific learning disability, mental retardation, multiple disabilities, other health impairment, speech and language impairment, orthopedic impairment and visual impairment including blindness.

#### INDIVIDUALIZED EDUCATION PROGRAM (CFR 300.340)

An Individualized Education Program (IEP) is developed and implemented annually for each eligible child with a disability. The IEP is completed within 30 calendar days of the parent's receipt of the evaluation report and must be in effect before special education and related services are provided. An IEP describes a student's current educational levels, goals, and objectives, and the individualized programs and services that the student will receive. These services include the learning support class, life skills support class, emotional support class, sensory support (deaf or hard of hearing and blind or vision support class). The extent of special education services and the location for the delivery of such services are determined by the IEP team which consists of the child's parent, a regular education teacher, a special education teacher and the LEA or district representative responsible for supervising the provision of special education services. The IEP goals and objectives and related services are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The school district will invite a student with a disability of any age to attend his or her IEP meeting if a purpose of the meeting will be the consideration of the student's transition services needs. If the student does not attend the IEP meeting, the district will take

other steps to ensure that the student's preferences and interests are considered. In implementing these requirements, the district also invites a representative of any other agency that is likely to be responsible for providing transition services to the student.

The District also provides related services, such as transportation, physical therapy, occupational therapy, and speech and language support services, or other appropriate services determined to be necessary for the student to benefit from the special education program.

#### LEAST RESTRICTIVE ENVIRONMENT (CFR 300.130)

It is the school district's policy for children with disabilities, including children in public or private institutions or other care facilities, for whom a free appropriate public education is owed by the district, to the maximum extent appropriate, are educated with children who are nondisabled and that special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Chartiers Valley School District provides a continuum of services based upon the needs of the individual child ranging from the least restrictive setting in the regular school to more restrictive services in a program outside the regular school. The placement options considered by the IEP team include supportive intervention in the regular class, itinerant services, resource services, part-time or full-time services. The placement may be in a district operated program, an intermediate unit operated program in a neighboring school district, a private school placement or other agency operated program. The placement decision is made by the IEP Team at least annually based upon the child's IEP and is as close to the student's home as possible. In selecting the least restrictive environment, consideration is given to any potential effect of the program and on the quality of services that the child needs. A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed curriculum modifications.

#### SURROGATE PARENTS (34CFR 300.515)

General. Each public agency shall ensure that the rights of a child are protected if (1) no parent (as defined in 34CFR 300.20) can be identified (2) the public agency, after reasonable efforts, cannot discover the whereabouts of a parent; or (3) the child is a ward of the State under the laws of that State.(b) Duty of public agency. The duty of a public agency under paragraph (a) of this section includes the assignment of an individual to act as a surrogate for the parents. This must include a method (1) for determining whether a child needs a surrogate parent; and(2) for assigning a surrogate to the child (c) criteria for selection of surrogates, (d) non-employee requirement; compensation. A person who otherwise qualifies to be a surrogate parent under paragraph (c) of this section is not an employee of the agency solely because he or she is paid by the agency to serve as a surrogate parent. (e) Responsibilities; surrogate parent may represent the child in all matters relating to (1) identification evaluation, and educational placement of the child; and (2) the provision of FAPE to the child. For more information, please contact the Director of Pupil Personnel at 412.429.2639. (Authority: 20U.S.C. 1415(b)(2).

Pupils – No. 218.1

