

# ***Chartiers Valley High School***



# ***Student Handbook***

## **2021-22**

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## 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 any 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 online 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

Tim Murray  
Assistant Principal

Meghan Watelet  
Assistant Principal

## **THE MISSION OF CHARTIERS VALLEY SCHOOL DISTRICT**

The mission of the Charters 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.

### **VISION STATEMENT**

We will inspire excellence in instruction, learning and innovation to prepare our students to achieve personal success.

### **CORE VALUES**

1. Demonstrate genuine care, concern and fondness for students.
2. Adopt an education-centered focus where students come first, followed closely by the needs of their parents.
3. Develop and nurture healthy, productive and cooperative relationships with colleagues.
4. Communicate regularly and clearly with students, their families and the community.
5. Create and cultivate a district-wide Learning Community where all employees and educators are valued.
6. Encourage innovation and creativity.
7. Embrace community, regional and global partnerships.

### **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)

## THE CREST

During the 2018-19 school year, as a component of renewal, focus groups of students, faculty, and administrators collaborated to develop ideas for a Charters Valley School District crest. Together, we identified the most significant concepts which represent the standards and aspirations of our schools: Integrity, Community, Innovation and Academia.



CVHS art teacher Christopher McHugh utilized the collective ideas and feedback from the focus groups to create a beautiful visual representation of Charters Valley School District.

Each symbol in the crest highlights a different element of CV's ideals:

- Red – Energy, Determination, Passion
- Blue – Truth and Loyalty
- 1956 – The year our 4 communities became CVSD
- Achievement Ribbon – Unity, School Pride
- Olive Wreath – Community, Agreement and Harmony
- Per Chevron – Constancy with peace and sincerity
- Column – Achievement through education
- Torch and Hands – Passing of knowledge from teacher to students
- Winged foot and Victory Cup – Athletics, sportsmanship, fair play
- Clef and Notes – Music and Performing Arts
- Drama Masks – Theater and Performing Arts
- Key of Knowledge – Unlock the doorway to knowledge
- Graduation Cap & Diploma – Academia, Achievement, Transition

## I. ACADEMICS

### A. CHANGE OF SCHEDULE

Students should refer to the [Program of Studies](#) 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; rather, parents and students may access quarterly and final grades via Infinite Campus. 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 Exams**

Mid-term exams 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**

Final exams covering materials from 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 quarter 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

### **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 quarter 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

<b><i>Minimum Requirements</i></b>	
At a minimum, each student is required to successfully complete the following:	
English	4 Credits
Mathematics	3 Credits
Science	3 Credits
Social Studies	3 Credits
Physical Education	1 Credit (.25 per year)
Health	1 Credit (.5 in 9 <sup>th</sup> and 10 <sup>th</sup> grades)
Arts & Humanities Electives	3 Credits
Electives	9 (7 required starting with class of 2023)
Advisory	1 Credit (.25 per year)
<ul style="list-style-type: none"> <li>• 26 Credits are required for graduation beginning with the Class of 2023, 2024 &amp; 2025</li> <li>• 28 Credits are required for graduation for Class of 2022</li> </ul>	

The requirements mandated for graduation may change based on the Pennsylvania Department of Education's rules and regulations.

#### **Typical Units of Study**

9th grade	8.00 credits (includes 0.25 Advisory units)
10th grade	8.00 credits (includes 0.25 Advisory units)
11th grade	7.50 credits (includes 0.25 Advisory units)
12th grade	7.50 credits (includes 0.25 Advisory units)

#### **Typical Promotion**

6.25 credits
12.75 credits
19.25 credits
<b>28.00 credits</b>

One credit is earned by successfully completing a course that meets at least one period per day, five days per week. The minimum school-year load is *seven* subjects plus physical education.

It is a student's responsibility to know the requirements for promotion and graduation and to make plans accordingly. Additionally, students must keep their parents/guardians informed of progress toward graduation. School counselors are available to assist students and parents. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure but he or she may be denied participation in the ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

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. The student is strongly encouraged to communicate with teachers directly through email and to monitor Schoology during extended absences in order to complete assignments at home when possible.

### **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 [Program of Studies](#).

### **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

## **I. VIRTUAL LEARNING EXPECTATIONS**

Students are expected to check their school email and Schoology accounts on a daily basis. Students are also expected to have their school issued technology device charged and with them at school each day. It is the student's responsibility to notify a teacher, counselor, or administrator immediately when in need of technology repairs or troubleshooting assistance.

## **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. Approved flyers or notices may only be posted to the bulletin boards throughout the building. Items should not be posted directly on doors or walls.

### **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. BELL SCHEDULE**

Daily Schedule

Homeroom	7:35 – 7:49
Pass	7:49 – 7:53
Period 1	7:53 – 8:34
Pass	8:34 – 8:38
Period 2	8:38 – 9:19
Pass	9:19 – 9:23
Period 3	9:23 – 10:04
Pass	10:04 – 10:08
Period 4	10:08 – 10:49
Pass	10:49 – 10:53
Period 5	10:53 – 11:34
Pass	11:34 – 11:38
Period 6	11:38 – 12:19
Pass	12:19 – 12:23
Period 7	12:23 – 1:04
Pass	1:04 – 1:08
Period 8	1:08 – 1:49
Pass	1:49 – 1:53
Period 9	1:53 – 2:34
Dismissal	2:34
Bus Departure	2:40

Advisory Schedule

Homeroom	7:35 – 7:40
Pass	7:40 – 7:44
Period 1	7:44 – 8:22
Pass	8:22 – 8:26
Period 2	8:26 – 9:04
Pass	9:04 – 9:08
ADVISORY	9:08 – 9:46
Pass	9:46 – 9:50
Period 3	9:50 – 10:28
Pass	10:28 – 10:32
Period 4	10:32 – 11:09
Pass	11:09 – 11:13
Period 5	11:13 – 11:50
Pass	11:50 – 11:54
Period 6	11:54 – 12:31
Pass	12:31 – 12:35
Period 7	12:35 – 1:12
Pass	1:12 – 1:16
Period 8	1:16 – 1:53
Pass	1:53 – 1:57
Period 9	1:57 – 2:34

## Pep Assembly Schedule

Homeroom	7:35-7:40
Pass	7:40-7:44
Period 1	7:44-8:23
Pass	8:23-8:27
Period 2	8:27-9:06
Pass	9:06-9:10
Period 3	9:10-9:49
Pass	9:49-9:53
Period 4	9:53-10:32
Pass	10:32-10:36
Period 5	10:36-11:15
Pass	11:15-11:19
Period 6	11:19-11:58
Pass	11:58-12:02
Period 7	12:02-12:41
Pass	12:41-12:45
Period 8	12:45-1:19
Pass	1:19-1:23
Period 9	1:23-2:03
Assembly	2:03-2:34
Bus Departure	2:40

## Two-Hour Delay Schedule

Homeroom	9:35 – 9:40
Pass	9:40 – 9:43
Period 1	9:43 – 10:12
Pass	10:12 – 10:15
Period 2	10:15 – 10:44
Pass	10:44 – 10:47
Period 3	10:47 – 11:16
Pass	11:16 – 11:19
Period 4	11:19 – 11:48
Pass	11:48 – 11:51
Period 5	11:51 – 12:21
Pass	12:21 – 12:24
Period 6	12:24 – 12:54
Pass	12:54 – 12:57
Period 7	12:57 – 1:27
Pass	1:27 – 1:30
Period 8	1:30 – 2:00
Pass	2:00 – 2:04
Period 9	2:04 – 2:34
Dismissal	2:34
Bus Departure	2:40

## **E. CAFETERIA/COMMONS AREA**

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. Students should enter the serving area through the small hallway to the right of the check-out stations and wait for a cafeteria monitor to grant access to serving stations. Chairs should only be used to sit along the counter top area along the pool windows, and they should not be moved to other areas. Chairs are not permitted to be used to sit at the end of a cafeteria table. Students are not permitted to take food items from the cafeteria. Students are responsible for cleaning up any debris and/or spills from their table before the end of the lunch period.

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. Students should use the restroom located between the commons area and the gymnasium. Restrooms located in the learning houses and the AET department are off limits to students during their lunch period.

All students should remain seated until the bell rings at the end of the period. 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.).

## **F. CLUBS/ACTIVITIES & ATHLETICS**

CVHS students have the opportunity to participate in the clubs, activities, and athletic teams listed below.

<b><i>Club/Activity</i></b>	<b><i>Sponsor</i></b>	<b><i>Club/Activity</i></b>	<b><i>Sponsor</i></b>
Anime Club	Ms. Goedert	Art Club	Mr. McHugh
Best Buddies	Ms. Vaughan	DECA	Ms. Hick & Mr. Meyer
Class of 2022	Ms. Kissinger	Class of 2023	Ms. Rossi
Class of 2024	Ms. Bautista	Class of 2025	TBD
Dance Troupe/Drill Team	Ms. Majiros	Majorettes	Ms. Majiros
Environmental Club	Mr. McGalla	Fall Drama	Ms. Giffin
French Club	Ms. Maher	Gay Straight Alliance	Mr. Welding
German Club	Mr. Kasper	Global Minds Club	Ms. Chan
Interact Club	Ms. Kunkel	Literature Club	Mr. Peters
Math National Honor Society	Ms. Krzeczowski	National Honor Society	Ms. Koons

Robotics Club	Mr. Radzanowski	SADD	Ms. Doherty
SHOUT	Mr. Myers & Ms. Watelet	Spanish Club	Ms. Reitlinger
Spring Musical	Ms. Giffin	Student Council	Ms. Doherty
Thespian Honor Society	Ms. Giffin	Yearbook Club	Ms. Koons

<b><i>Fall Sports</i></b>	<b><i>Winter Sports</i></b>	<b><i>Spring Sports</i></b>
Cross Country (Boys)	Basketball (Boys)	Baseball (Boys)
Cross Country (Girls)	Basketball (Girls)	Softball (Girls)
Football	Indoor Track (Boys)	Tennis (Boys)
Golf (Coed)	Indoor Track (Girls)	Track (Boys)
Soccer (Boys)	Swimming (Boys)	Track (Girls)
Soccer (Girls)	Swimming (Girls)	Lacrosse (Boys)
Tennis (Girls)	Wrestling	Lacrosse (Girls)
Volleyball (Girls)		

Cheerleading – Participation is during the fall and winter sport seasons. Try-outs are held in the spring. The following are offered as club sports: Bowling & Ice Hockey

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.**

In order to participate in athletics, a student must maintain a 2.0 GPA. Eligibility for the first grading period is based on the final grades for the preceding school year. If a student fails to meet these requirements, they will lose eligibility for the first 15 school days of the next grading period.

All students will be put on a weekly Athletic Eligibility list. The weekly Athletic Eligibility list will be checked every Friday through Infinite Campus. All Coaches and necessary faculty will be notified by 11:00am.

Their grades will be checked weekly starting 15 days into the marking period. If a student is failing two (2) or more classes, they will be ineligible for one week (Sunday-Saturday) and will have to follow the steps listed below. If a student is failing one (1) class, they will be placed on "Warning" status and must follow the steps listed below:

Any student that appears on the eligibility list with a failing grade in a full credit course will be placed on WARNING Status and would be required to seek academic assistance in the failing subject area.

If a student appears on the eligibility list for four (4) consecutive weeks in the same subject area they will be removed from the team for the remainder of the season. The student cannot participate in any conditioning or preseason practices with another sport until the grade becomes a passing mark.

### **G. 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.

Campus Safety and/or office personnel will record the names of those excused from campus.

#### Drop off and Pick up procedures:

When arriving before or departing after regular school hours, 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.

For late arrivals or early dismissals, Chartiers Valley High School students should be dropped off and picked up at the main entrance of the high school, door #1. When coming up the driveway, make the second right, just past the auditorium, to access the visitor parking and drop-off area located in front of door #1.

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 on campus between 2:20 pm and the time of the departure of busses (approximately 2:40 PM).

### **H. EMERGENCY SCHOOL CLOSING**

In case of school delays or cancellations due to hazardous weather conditions, the Chartiers Valley School District utilizes an automated messaging system for notifying parents/guardians. This system will automatically contact the main phone number on file with the school. Please remember to notify the school of any telephone changes to ensure that this service is effective. Contact numbers can also be changed through the Infinite Campus software program. Closings and delays can also be known by tuning to the following news channel stations:

News Channels (TV and Internet): KDKA-TV (Channel 2), WTAE-TV (Channel 4), WPXI-TV (Channel 11).

In case of inclement weather or emergency, it is important to keep telephone lines to school open. Parents and students are asked to refrain from calling the school during these times.

### **I. 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.



## **J. 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.

## **K. 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 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.

## **L. 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.

## **M. 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)

## **N. 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.
5. Students are not permitted to eat lunch in the DMC.

**O. LOCKERS**

Lockers will be assigned by grade level and homeroom. The district will not provide locks however students are strongly encouraged to bring a lock. The school district is not responsible for lost or stolen items taken from a locker. Leaving valuables in an unlocked locker is unsafe and should be avoided. Lockers should not be shared with other students. Each student is responsible for any damage to the internal part of the locker. Do not deface lockers.

**P. 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.

**Q. 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, technology device, 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.**

**R. 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.

**S. 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 will result in disciplinary consequences.

**T. 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.

**U. 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 restroom pass. Students should use the restroom located closest to their assigned classroom. When in D building, students should use the restroom located within their learning house.

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 class is in session.

Students are reminded that only one student may be in a restroom stall. Students who congregate in a stall are subject to disciplinary action. Campus safety personnel will routinely check all restrooms on the campus.

All individuals have a right to privacy in areas where there is an expectation of privacy, including but not limited to locker rooms and restrooms. Students may not take or tamper with videos or photos of other students without their consent. **Any violations of this right will result in disciplinary consequences including and up to expulsion.**

#### **V. STUDENT ACCIDENT INSURANCE**

Insurance will be available to all students. Information regarding this insurance may be obtained by calling the school district's business office at 412-429-2210.

#### **W. 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

## **X. 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 sticker must be affixed to the rear window of the vehicle. 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 **15 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 the personal safety and security of students. It is expected that student drivers 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. Revocation of driving privileges.
4. Suspension from school.
5. Police Department Citation.
6. Towing at owner's expense.

### **Student Parking**

Please note the following for the 2021-2022 school year:

- Priority will be given to SENIORS until **August 9, 2021**. After this date, applications will be processed in the order that they are received. Each application must contain the following:
  - **Completed application including \$10.00 Check or money order made out to Chartiers Valley School District.**
  - Incomplete paperwork will result in forfeiture of the parking permit.

## **Y. VALUABLES**

Students are strongly discouraged from bringing valuable items to school. Safety of these items that are stored in a 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). Leaving valuables in an unlocked locker is unsafe and should be avoided.**

## **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 to 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 PROCEDURE GUIDELINES**

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. DISCRIMINATION**

The District will not tolerate discrimination on the basis of race, color or national origin by students or employees and will take appropriate disciplinary action against individuals that violate this policy.

## **E. CODE OF CONDUCT (policy #218)**

The Charters 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
- Littering
- Loitering/found in unauthorized area
- Running or shouting in the halls
- Food 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
- Excessive unexcused tardiness to school or class
- Inappropriate dress
- Inappropriate language
- Cafeteria misbehavior
- Class Cut
- Leaving classroom(s) without proper authorization
- Minor bus misconduct
- 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 (failure to submit excuses in a timely manner)
- 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
- Habitual Truancy
- Violation of district drug and alcohol policy
  - **Minimum 10 days out of school suspension**
- Violation of district weapon policy:
  - As used in describing the possession or use of a weapon, the term "weapon" shall include but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument, or item capable of inflicting serious bodily injury.
  - **Minimum 10 days out of school suspension**
- Theft
- Terroristic Threat
- Unauthorized possession of school district property that belongs to another individual
- Arson; setting a fire on school grounds
- Fighting
- Assault/battery

- Threatening or intimidating others
- Taking or tampering with videos or photos of other students without their consent
- 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 the purpose of wagering
- Sharing via social media or electronically distributing content that has a connection with Chartiers Valley High School and results in a significant disruption to the learning environment of the school.

#### 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, it is beneficial to each individual.

### **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.

## **F. COMPUTER TAMPERING**

Tampering with, vandalism, 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 email 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.

Below is a list of technology fees for the 2020-21 school year. All students and parents must sign the 2020-21 Student Laptop Agreement in order to be provided a district device. A copy of the agreement can be reviewed at the end of this handbook.

Item	Total
Laptop LCD - NonTouch	\$75.00
Laptop LCD - Touch	\$200.00
Keyboard	\$100.00
Battery	\$75.00
Touchpad	\$55.00
Bezel	\$70.00
Cover	\$65.00
Power input cable	\$50.00
Power adapter	\$30.00
Total Unit	\$450.00

School issued technology devices remain the property of Chartiers Valley School District and must be returned at the conclusion of the student's enrollment.

#### **G. 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.**

#### **H. 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.
- If a student is absent on the assigned detention day, he/she 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 assigned date of detention.
- Non-attendance for detention will result in additional consequences as outlined below:
  - A first missed detention will result in 2 days of after school detention.
  - A second missed detention will result in a short Saturday detention.
  - A missed short Saturday detention will result in a long Saturday detention.
  - A missed long Saturday detention will result in social probation for a specific period of time and/or out of school suspension.
    - While on social probation a student is not permitted to attend extra-curricular activities such as athletic events (as a spectator), dances, meetings, clubs and other HS activity functions etc.

**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.

#### **I. 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. A Summary of Alcohol or other Controlled Substances Intervention Regulations is displayed on pages 30-31 of this handbook.

#### **J. 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.

#### **K. OUT-OF-SCHOOL SUSPENSION (EXTERNAL) SUSPENSION ([policy 218.3](#))**

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 any time 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.

#### **L. 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. All individuals have a right to privacy in areas where there is an expectation of privacy, including but not limited to locker rooms and restrooms. Students may not take or tamper with videos or photos of other students without their consent. **Any violations of this right will result in disciplinary consequences including and up to expulsion.**

#### **M. 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.

Students may also submit anonymous reports through the Safe To Say Something program by using the S2SS app, calling 1-844-SAF2SAY, or visiting [www.safe2saypa.org](http://www.safe2saypa.org).

#### **N. 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 a 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 the bus driver's attention in any unnecessary way.
9. Failing to remain seated.
10. Causing a disturbance on the bus.

High school students may only ride the high school to which they are assigned. High School students 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.

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

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:

- Contact the student's parent/guardian, and give notice of the action.
- Send a letter to the parent/guardian, with a copy to the Superintendent, giving a full report of the misconduct.
- Inform the school bus driver of the action taken.
- Provide an opportunity for a conference with the parent/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.

#### **O. 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)
- 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

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.

**P. 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.

**Q. 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 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.

**R. TOBACCO PRODUCTS ([policy #222](#))**

Tobacco use shall be defined as use and/or possession of tobacco or tobacco-related items/devices including but are not limited to: a lighted or unlighted cigarette, electronic cigarettes and/or smoking devices, cigar, pipe, other smoking product or material, smokeless tobacco in any form, and/or tobacco-related items/devices.. Electronic cigarettes are defined as any oral device or products that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the uses or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vaporizers, or under any other product name or descriptor.

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 or vapor 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.

**S. 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.

**T. 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 requires 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. Additionally, a written excuse must be provided to the school within 3 days of returning to school after an absence. 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.
6. 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.
7. 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). 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 truancy.

### 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.).

## **V. SCHOOL BOARD POLICIES**

All Chartiers Valley School District Board Policies may be found and reviewed at the web address below:

<https://go.boarddocs.com/pa/cvsdpa/board.nsf/public?open&id=policies>



# Chartiers Valley School District Student Laptop Agreement 2021-22

## **Responsibility:**

- **The District will cover accidental damage and normal wear and tear.** Chartiers Valley School District is the only authorized party who can classify a defect as product failure.
- I understand that instances that are not identified as accidental damage or normal wear and tear are the **sole financial responsibility of the students and families.** This would include: **intentional damage and misuse (detailed below).**
- I understand that assessment and classification of damages (accidental vs. intentional/misuse) is the sole responsibility of the school district and the school's findings and determinations are final.
- I understand that in instances of theft, loss, or damage **must** be reported to the high school office within **7 school days** of the occurrence.
- Students and parents will be held responsible for proper use and care of the laptop computer, as is the case with all district-issued materials.
- Chartiers Valley School District provides filtering for inappropriate websites/material. Parents/Guardians are responsible for monitoring their child's use of the laptop when at home to ensure they do not adjust the laptop's settings and preferences or view inappropriate websites/material.
- Repairs to the laptop computer are **only** to be made by authorized school district personnel. Repairs may be made at any time a school official deems them necessary for the proper operation of the computer. Financial responsibility for computer repairs will be determined in accordance with the provisions of this agreement.
- This signed agreement is binding for the length of time the student possesses a Chartiers Valley school-issued laptop computer. However, the school district may opt to renew and/or revise this agreement on an annual basis.

## **Terms and Explanation of the District's Device Policy**

### **Covered by District:**

- Accidental damages and normal wear and tear.

### **This policy DOES NOT cover:**

- Intentional damage to the computer (As determined solely by the Chartiers Valley School District)
- Misuse of the computer (i.e. liquid spills, defacing the computer with stickers, ink or paint, and/or carrying and handling the machine in an incorrect manner).

## **Frequently Asked Questions**

### **How do I make a claim under the CV policy?**

**Within 7 school days**, the student will submit a written report of the loss or damage to the main office (forms can be obtained in the office) and to the school resource officer who will investigate the incident if the claim is for theft or vandalism. Once the report has been made, the investigation is finished, the claims process is complete. For damage, the student will fill out and sign a Computer Repair Form as instructed to do so by district personnel.

Having fully read this Chartiers Valley Student Laptop Agreement, I understand my responsibilities for caring for and insuring the computer, and I agree to the terms above regarding the laptop computer my student will receive from the Chartiers Valley School District.

I elect not to have my student receive a Chartiers Valley School District Laptop Computer. A laptop will be issued to my student during the school day but will remain at school.

Parent Name \_\_\_\_\_  
(print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_  
(print)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Summary of Alcohol or other Controlled Substances Intervention Regulations 2021-22

	<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.	Required only if controlled substance 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 by 3rd day of suspension with possible 45 day alternative ed placement.</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 athletic events (as a spectator), dances, meetings, clubs and other HS activity functions.</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 with placement in alternative education program for a minimum of 45 school days.</li> <li>3. Informal hearing held by third day of suspension.</li> <li>4. Formal recommendation to Board for expulsion.</li> <li>5. Criminal prosecution.</li> </ol>

5	A student is found in possession of paraphernalia associated with the use of alcohol or other controlled substances for the first time.	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. If use is also admitted, follow situational category 3, 4, 5 or 6.	Principal/designee will contact parents and arrange for a conference.	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. Review of progress to include parent, student, counselor and administrator after 30 days.</li> <li>6. Student is not permitted to attend extracurricular activities for 60 calendar days. These include but are not limited to athletic events (as a spectator), dances, meetings, clubs and other HS activity functions.</li> <li>7. Superintendent recommendation to Board for expulsion for failure to comply w/ any of the above.</li> <li>8. Referral to local police department/SRO for criminal prosecution.</li> </ol>
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# **Chartiers Valley School District**

## **Board of School Directors**

Darren Mariano, President  
Sandy Zeleznik, Vice President  
Jeff Choura  
Beth Eckenrode  
Robert Kearney  
Brian Kopec  
Eric Kraemer  
Tony Mazzarini  
Julie Murphy

## **Central Office Administration**

Johannah Vanatta, Ed.D., Superintendent  
Scott Seltzer, Assistant Superintendent of School Leadership  
Misty Slavic, Ed.D., Assistant Superintendent of Curriculum and Assessment  
Regan Weldon, Director of Pupil Services

## **High School Administration**

Patrick Myers, Principal  
Tim Murray, Assistant Principal  
Meghan Watelet, Assistant Principal

# COVID-19 Guidance and Safety Plan

On July 1, 2020, the Secretary of Health issued an Order requiring all individuals to wear a face covering when they leave their homes. The Order was effective July 1, 2020 and will remain in effect until the Secretary of Health determines the public health risk is sufficiently reduced so that face coverings are no longer necessary as a widely utilized public health tool. "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face.

Social distancing and other protocols will be practiced through the ongoing monitoring of classroom sizes, the implementation of procedures on classroom organization, the application of instructional strategies that ensure student and staff distancing, and the use of alternative spaces for instruction. All non-essential furniture will be removed from the classrooms to create the ability for increased space in classrooms and to accommodate the need for social distancing. Additionally, schedules for student movement within buildings will be adjusted to align to social distancing practices, for example, distance markings in cafeterias, and hallways. Fortunately, our communal spaces are quite large. In most instances, the population is only at 40% capacity of the space.

The Chartiers Valley School District buildings have multiple areas for outdoor learning and discussion. These spaces will be encouraged to be utilized to the fullest extent. Signage will be posted throughout the buildings regarding hygiene routines and frequent breaks throughout the day will ensue to promote handwashing and hygiene. District transportation will be reduced to the maximum extent possible regarding student ridership and face coverings must be worn while riding the school buses.

Visitors and volunteers will be restricted during the Pandemic Crisis. Physical distancing will be implemented to the fullest extent possible for all grade levels. However, as one can presume it may be more difficult than others in a variety of situations. Fortunately, our student desks can be spaced apart ranging from three to six feet. Recess and playground procedures have been put into place to maintain student "centers" and organized grouping. All staff will be trained on social distancing and other safety protocols.

Parents will be expected to monitor the student's temperature each morning and keep students home if they exhibit any symptoms. Parents will report to the school nurse and attendance secretary if a student is ill. Staff will be expected to self-monitor and be cognizant of symptoms in their students. Any student exhibiting symptoms will be sent to the nurse's office for a temperature check and parent contact. Isolation and quarantine will follow ACHD and CDC guidelines. If there is a need for isolation at school, staff, visitors, or students will report to the health office to quarantine in a designated isolation room in each building. Nurses will be responsible for all decisions regarding isolation. Return to school and work will be determined by following ACHD and CDC guidelines.

Any students or staff who are unable to return or are uncomfortable in returning will have their case reviewed by the Pandemic Crisis Response Team so that accommodations and planning can be made for the individual case needs. A member of the Pandemic Crisis Response Team will reach out to any student or staff who are ready to return to the district to obtain the documentation needed to ensure that the individual is cleared by a doctor to return to the district. All documentation for a return to the district will follow ACHD and CDC guidelines. If a staff or student has a confirmed illness or exposure to the virus, the district will notify local health officials, staff, and families of exposure or confirmed cases while maintaining confidentiality.

Student and staff members that are at a higher risk for severe illness will have their individual cases reviewed by the Pandemic Crisis Preventative Team to identify the safest procedures and protocols that need to be taken to ensure the safest school environment possible, or in some cases, an option for remote learning/working. Staff deployment will be determined by student class counts, academic needs, and the ongoing application of the CDC guidelines on social distancing recommendations.

### **Best Practice Recommendations for the SCHOOL**

- Masks must be worn by students and staff at school and on the bus as required by the order signed by Sec. of Health Dr. Levine on July 1, with some exceptions. Masks can be removed to eat or drink
- Student seating will be facing in the same direction.
- For breakfast and lunch, provide additional seating/location options to provide more student spacing.
- Gyms, auditorium, other large spaces, and outdoor areas will be utilized to ensure social distancing may be followed.
- Signage will be posted throughout the building to promote proper social distancing, hygiene routines, and transition procedures (student movement).
- Arrival and departure procedures may be modified to ensure the safety of students.

### **Best Practice Recommendations for the STUDENTS**

- Masks must be worn by students and staff at school and on the bus as required by the order signed by Sec. of Health Dr. Levine on July 1, with some exceptions. Masks can be removed to eat or drink.
- Students, teachers and other staff are strongly encouraged to follow social distancing throughout the day with 3-6 feet of separation between desks and in the cafeteria during breakfast and lunch.
- Students must follow attendance policies and procedures set forth by CVSD in regards to all learning platforms (brick and mortar, CV cyber, virtual learning due to school closure and/or personal quarantine).

### **Best Practice Recommendations for the PARENTS**

- Parents are expected to monitor the student's temperature each morning and keep students home if they exhibit any symptoms.
- Parents should notify the school nurse if a student is ill.
- Parents should notify the attendance office if a student is absent due to a positive COVID-19 result, the need to quarantine, or a reason unrelated to COVID-19.