



2019-2020

California Area High School

Student Handbook

Check our website: www.calsd.org

STUDENT CODE OF CONDUCT

According to PA School Code 12.3 school rules under section 2603-B:

- a. The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school.
- b. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- c. Each governing board shall adopt a code of student conduct that includes policies governing student discipline. This conduct code shall be published and distributed to students and parents or guardians.

California Area High School acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students.

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school.

Finally, we believe for such a code to be effective students are responsible for the following:

1. Be aware of all rules and regulations as set forth in the student handbook for student behavior and conduct themselves in accordance with said rules.
2. Express ideas and opinions in a respectful manner so as not to offend or slander any other person.
3. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
4. Dress and groom so as to meet fair standards of safety and health and so as not to cause disruption to the educational processes
5. Understand that a rule is in full effect until it is waived, altered, or repealed.
6. Assist the professional and support staff in operating a safe school for all students enrolled therein.
7. Be aware of and comply with federal, state and local laws.
8. Exercise proper care when using school facilities and equipment.
9. Attend school daily, except when excused, and be on time for all classes and other school functions.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
11. Make all necessary arrangements for making up work when absent from school.
12. Refrain from using indecent, obscene or disrespectful language.
13. Inaccuracies and inappropriate language in all student publications.
14. Protect and take care of the school's property.
15. Comply with the provisions of federal, state, and local law, as well as with the published regulations of the Pennsylvania Department of Education.

Good discipline takes place within an arena of mutual respect and understanding. In the educational environment, pupils benefit greatly from a clearly defined discipline code. All school personnel have the responsibility of enforcement at all times and in all places.

The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the Board Policy and to the student's, hearing, and appeal.

Teaching staff members and other employees of this Board having authority over students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations and in all places where such 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.

A staff member may use physical force against a student without advanced notice to the principal or assistant principal when it is essential to quell a disturbance, to protect them, to protect other person (s) or property, and/or to confiscate weapons or other dangerous objects.

Participation in activities, groups and teams is a privilege at California Area High School. The use of social media by a students considered to be "unbecoming of a Trojan" may result in discipline including suspension or removal from the activity, group, leadership position or team.

ATTENDANCE

Authority

The Public School Code of the Commonwealth of Pennsylvania requires regular attendance of all pupils enrolled in the public school. The requirements are found in

School Code—24 P.S. Sec.510, 1301, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546

State Board of Education Regulations—22PA Code Sec.

4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.13, 11.21, 11.22,11.23,11.24, 11.25, 11.28, 11.32, 11.24, 11.41, 12.1

Board Policy—000, 115, 116, 117, 118, 137, 200, 218, 233

Section 1326 – Definitions

Compulsory School Age – the period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than at the age of eight (8) years, until the age of seventeen (17) years.

Sections 1327 – Compulsory School Attendance

Every child of compulsory school age having legal residence in this Commonwealth as provided in this article is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language.

Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such child or children to a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language.

Section 1329 – Excuses from attending school

The board of school directors of any school district may, upon certification by any licensed practitioner of the healing arts or upon any other satisfactory evidence being furnished to it,

showing that any child or children are prevented from attending school, or from application to study, on account of any mental, physical, or other urgent reasons, excuse such child or children from attending school as required by the provisions of this act, but the term “urgent reasons” shall be strictly construed and shall not permit of irregular attendance. In every such case, such actions by the board of school directors shall not be final until the approval of the Department of Public Instruction has been obtained. Every principal or teacher in any public, private, or other school may, for reasons enumerated above, excuse any child for nonattendance during temporary periods.

The board of school directors of every school district of the first, second, or third class, shall, and in any school district of the fourth class may, employ one or more persons to be known as attendance officers, or home and school visitors, whose duties shall be to enforce the provisions of this act regarding compulsory attendance.

Absences

Written Excuses – must be turned into the office within 72 hours (three days) of the absence. Failure to comply will result in the absence being marked as unexcused/illegal. This includes **medical excuses**--Altered medical excuses will be disregarded and deemed unexcused/illegal (discipline will be administered).

A student who is absent from school shall bring a **signed**, written statement from **his/her** parents/guardians **within three (3) days of his/her return to school** stating the exact reason for the absence and the exact date of the absences.

When a student is absent the attendance monitor may call the student’s home to verify the absence.

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

The Board **shall** 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 requirements of compulsory attendance that such infractions will be prosecuted **according to law**.

Attendance need not always be within school **buildings**. A student **shall** be considered in attendance if present at a 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.

Following ten (10) absences the students shall bring in a medical excuse from a certified medical examiner for all further absences from school. Parental excuses will not be accepted and will be counted as unexcused /illegal.

Definitions

Unexcused / Illegal Absences

1. Truancy
2. Failure to attend alternative education
3. Tardiness to school
4. Early dismissal
5. Lack of transportation – missed the bus, etc.
6. Absences not verified by parent/guardian within 3 days of absence
7. Needed at home
8. Trip not approved in advance by building administrator
9. Birthday or other celebration
10. Hunting or fishing
11. Attending sporting events
12. Job hunting / Working / Drivers exam
13. Shopping
14. Sleeping in
15. Any other day not listed in the excused category as deemed by the building administrator

Excused Absences

1. Illness as certified by a licensed health care professional
2. Death in immediate family (3-5 days)
3. Impassible roads when certified by district
4. Quarantine
5. Subpoena to appear in court

Absences needing pre-approval

1. College visitation
2. Early release for work co-op
3. Service projects – Boy / Girl Scouts
4. Job Shadowing (limit one (1) per year for juniors and seniors only)
5. School approved/sponsored activities (i.e., field trips, academic competition) are not recorded as absences.

6. Preplanned Educational Tour or Trip-Pre approval

The California Area School District does not encourage students taking vacations during the school year. However, in the event that no other time for vacation is possible, the following procedures must be followed.

- Non-Family educational tours and trips, with prior approval.
- Parents/Guardians must inform the office in writing of their child's intended absence from school at least one week before the educational trip. It is the responsibility of the student to make up the work missed within five school days of his/her return to school.
- Request for Educational Trip Form must be completed and turned into the high school office one week prior to the first day of absence.
- Vacations will not be approved during the last two weeks of each semester or during Keystone Exam testing.
- Only five days of school will be excused for vacation each year.

Tardiness

- Tardy to School: Daily attendance is taken during first period. Students not in attendance to first period will be marked tardy to school.
- Students arriving after the attendance period must first report to the office to sign-in.
- Repeated tardiness will equal at least one period of absence.
- Excessive tardiness will accumulate to equal ½ day or more days of absence.
- Students who are late to school due to illness may be excused with a parent note. However, habitual tardiness due to illness will only be excused ten (10) times with a parent's excuse; absences/tardiness after the tenth time will require an excuse from a licensed practitioner.
Doctor's excuses for chronic illnesses must be updated every thirty (30) days.

Early Dismissal

Excessive early dismissals will accumulate to equal ½ day or more days of absence

Half Day Absence

Absent from the classroom for 3 or more periods or equivalent to 150 minutes will result in ½ day absence. California Area High School considers homeroom and lunch as periods of attendance as part of a 8 period schedule.

Full Day Absence

Absent from the classroom for 6 or more periods or equivalent to 300 minutes will result in a full day absence.

Attendance Policy 204.

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.

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 upon receipt of 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. Death in immediate family
4. Non-Family educational tours and trips, with prior approval
5. Family education travel, with prior approval

A student who is absent from school shall bring a signed, written statement from his/her parents/guardians within three (3) days of his/her return to school stating the exact reason for the absence and the exact date of the absences.

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

The Board shall 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 requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school buildings. A student shall 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

Upon written request by a parent/guardian, an absence for observance of a 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 illness medical or dental appointments, court appearances, family emergencies, other urgent reasons.

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

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.
3. Students attending college who are also enrolled part-time in district schools
4. Students attending a home education program in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. 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. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the Intermediate Unit or the Department of Education.

Non-Family Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

Family Educational Travel

Parents/Guardians may seek permission to have a student excused from school to travel away from the district. This absence will be marked excused provided:

1. The parents/guardians submit a written request at least one (1) week before the first day of the proposed absence. No more than five (5) school days per school year may be excused for family educational travel.
2. The request must be approved by the appropriate building principal. Travel will not be approved during the last two (2) weeks of each semester or during required state or local assessments.
3. After principal approval of the trip, the student shall go to his/her teachers and obtain work that is to be completed during the absence.
4. Upon return to school, the student shall hand in the assigned work and complete whatever other work is required.
5. Teachers shall certify that the work has been satisfactorily completed in order for the absence to be considered excused.
6. Students have five (5) school days upon his/her return to school to submit completed assignments.

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

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

1. Ensure a school session that conforms with requirements of state law and regulations.
2. Govern the keeping of attendance records in accordance with law.

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 students 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 law, within three (3) days of any proceeding brought under that law. 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 violations 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 that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services. Repeated infractions will be considered misconduct and disobedience which can warrant social suspension, athletic suspension, denied participation in elected/selected leadership positions of any type, revoke driving privileges, revoke participation in commencement activities at the discretion of the building principal. Notification may or may not be sent home. Parents/Guardians can access attendance/tardy records via PowerSchool.

Truancy Referral Process

First unexcused – first letter sent home

Second unexcused – second letter sent home

Third unexcused – third letter sent home

Fourth unexcused – citation filed with local magistrate's office

Any additional unexcused may result in citations filed and referrals to CYS.

Religious Holiday / Instruction Excuses

Excusal for religious holidays/instruction shall be limited to a total of 36 hours per school year, and in accordance with the School Code, shall require submission of a written request from the parent/guardian or the student, prior to release of the student to attend and/or participate in religious instructional programs. An identification of the dates and hours for which the absence is requested and a statement following such instruction from the organizers and the instructional program that the student did in fact attend the instruction and the dates and hours upon which such attendance took place must be provided. The School District, however shall not provide transportation to and/or from said religious instruction.

Requesting Homework

The call to request homework for students who are absent must be made to the school office by 9:00 AM and may be picked up after 2:00 PM.

Withdrawal/Transfer from School

Pennsylvania statute requires regular attendance of all students between the ages of 8 and 17. It is in the best interest for both students and the community to complete the educational program that will equip them with skills and increase their chances for a successful and productive life.

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

In order to withdraw from school, a student must:

- Schedule an appointment with the guidance counselor and principal to discuss future educational options.
- Bring a parent/guardian
- Empty locker, return school property to appropriate school personnel
- Pay all fees, outstanding fines and cafeteria obligations

Unaccounted Absence

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

- The district has been provided with evidence that the absence may be legally excused.
- Legal excuses must be turned in for review within 3 days of last absence. Written/legal excuse will be reviewed, student may still be dropped from enrollment. Case by case review.
- Compulsory attendance prosecution has been or is being pursued.

Class Attendance

Students are expected to attend all of their classes as they appear on their schedule. No student is permitted to be excused from a class unless the scheduled classroom teacher has received prior notice and given approval. Visitations to the guidance counselor / office are not permitted without prior written / verbal clearance through the guidance counselor and the scheduled classroom teacher involved.

Students who are attending scheduled school activities must check with the classroom teacher prior to the activity in order to receive all assignments and work. Excusal from study / resource time must follow the same procedures. The resource teacher must have a written / verbal request from a staff member prior to the student being granted permission to leave.

ACADEMICS

California Area High School Valedictorian Policy

Valedictorian selection is based on a non-weighted grading system. All students with a 4.0 GPA who have met the requirements of the "Honors Program," will be eligible for valedictorian. If there are no 4.0 GPA's the valedictorian will be the Honors Program student(s) with the highest GPA in the class.

When scheduling in 9th grade, students will declare a program which they plan to pursue for the next four years. The available programs are:

Honors Program: for students planning on attending college

Career /Technical Program: for students planning on attending the Vo Tech School and pursuing a related career

Academic Program: for students planning on pursuing a career which does not require college or Vo- Tech preparation

The valedictorian must be a member of the Honors Program and must meet the following requirements for that program:

- 4 credits of English to include Honors 9, Honors 10, Honors 11, and Honors 12
- 4 credits of Math. Calculus and Statistics are recommended but the minimum of Algebra III/Trig must be met.
- 4 credits of Science to include Biology, Chemistry, and Physics and a minimum of one advanced science course
- 4 credits of Social Studies with a minimum of College History I and either College History II or Sociology.
- 3 credits of a Foreign Language
- ½ credits of Physical Education
- ½ credit of Health
- ½ credit of Family and Consumer Science
- 4 ½ credits of Electives

NOTE: At least 4 College-In-The-High School / Dual Enrollment courses must be included.

To be considered for valedictorian the student must have attended California Area High School for at least the 11th and 12th grade years.

Students who take advanced courses (which are not available at CHS) at an approved college or university, and have taken all the required courses at CHS, are eligible for valedictorian status. College courses may only be substituted for required high school courses with prior permission of the principal. All college courses require prior registration with the Guidance Office. **All** college grades will be included in GPA calculation and must be provided to the Guidance Office on an official college document within one week of receiving the grade. Failure to do so will result in an “F” being recorded on your high school transcript.

The valedictorian(s) will be recognized at graduation with a medallion. They will also wear an appropriate colored cord indicating their accomplishment. The valedictorian(s) will be expected to speak briefly at the graduation ceremony. If there should be more than three valedictorians they will not speak at graduation. Instead, their speeches will be printed, along with their pictures, in the commencement program.

The salutatorian will be the student(s) in the **Honors Program** with the next highest GPA in the senior class. This student(s) will also receive a medallion at the graduation ceremony.

The top students in the **Career/Technical Program** and the **Academic Program** will also be recognized at the graduation ceremony receiving “Honor Graduate” medallions.

All students, regardless of selected program of study, will continue to be recognized for honors level GPA’s with the appropriate colored cords

Assessment of Student Progress (Policy #213)

Grading Scale

The following grading scale will be used at all grade level and in all classes: A – 90%-100%, B- 80%-89%, C- 70%-79%, D- 60%-69%, F-0%- 59%.

I-Incomplete

No course credit will be given for “F” or “I” grades. All methods of evaluation must be converted to a percentage for each nine-week grade. From that, the equivalent letter grade, in respect to the grading scales, will be recorded on the report card.

Grade Placement

Minimum requirements for grade placement follow:

- 9th grade-Satisfactory completion of 8th grade
- 10th grade-Satisfactory completion of 6 1/2 credits
- 11th grade-Satisfactory completion of 13 credits
- 12th grade-Satisfactory completion of 19 1/2 credits

Graduation Requirements

The following requirements, minus the electives, are District mandated and every student at California Area High School must meet them to graduate.

English 4 credits	Health	1/2 credit
Social Studies.3 credits	Phys Ed.	1 1/2 credits
Science 3 credits	Electives.	10 1/2 credits
Math.3 credits		
Family & Consumer Science 1/2 credit		

Total Credits needed to graduate is **26**.

A senior student who has been suspended, or temporarily excluded from school, when such suspension or exclusion is in effect on the graduation date, will not be permitted to participate in the graduation exercises. In this case, the diploma will be awarded, assuming all other graduation requirements are met, at the conclusion of the suspension or exclusion period.

Diplomas will be issued on the first school work day following graduation. Students who misbehave during preparation for graduation exercises or during graduation exercises will not be issued the diploma until community service requirements are met. The Superintendent of Schools or the High School Principal will make the determination relative to community service requirements.

Commencement

Commencement is the culminating activity for seniors who complete all the requirements for graduation in advance. Historically, commencement has been a formal ceremony with due consideration for uniformity and conduct. Seniors who are eligible to participate in Commencement do so with the understanding that they agree to follow all dress, appearance and procedural rules and regulations. Students who fail to follow the dress, appearance, and / or procedural rules and regulations shall forfeit their opportunity to participate in Commencement.

Dress for Commencement shall be as uniform as possible. School officials will enforce the school dress code. Appropriate clothing of a formal or semi- formal attire is encouraged. Students may not wear flip flops, shorts or any type of shorts apparel, pajamas, sweat pants, tank tops or t-shirts.

All graduation requirements must be complete prior to Commencement in order to participate in this ceremony. Other than academic requirements this includes but is not limited to the cleaning out of one’s locker, the paying of all debts and fines, the return of all school owned materials, the serving of all detentions and the participation in commencement practices. Graduation requirements include, but are not limited to, academic, attendance and proficiency exam requirements.

Honor Roll

At the close of each nine week period, qualified students will be named to an honor roll. A 3.0 QPA is the minimum honor roll average. All subjects will count for honor roll purposes. Students who earn less than a “D” grade in any subject or do not maintain a minimum of four (4) credits do not qualify for the honor roll.

Academic Dishonesty

Academic dishonesty includes, but is not limited to, plagiarism and cheating on examinations. *Plagiarism* is the unacknowledged borrowing of another’s words or ideas. Whether such borrowing is intentional or unintentional, it constitutes plagiarism.

There are three common forms of plagiarism:

- The duplication of an author’s words without quotation marks or proper footnotes.
- The duplication of an author’s words or phrases with footnotes but without quotation marks.
- The use of an author’s ideas in paraphrase without proper footnotes.

A student who helps another student cheat is considered equally guilty and will be subject to appropriate discipline.

Cheating is the act, or instance, of representing work done by another, or with unauthorized aids, as one’s own work.

Cheating, as a first offense, shall be classified as an academic problem, that is, a problem to be handled by each individual teacher. Teachers will handle proven cases of first offense cheating by recording a grade of zero for that particular test, quiz, activity or other event in which the cheating occurred. The teacher shall be required to communicate to the parent / guardian all cases of first offense cheating within three school days.

All cases of cheating shall be conveyed to the high school office via Disciplinary Referral Form. This information shall be recorded into the student’s computerized disciplinary file. Repetitive cheating will be considered as a disciplinary infraction which will be handled by the high school administrators.

Proven cases of cheating/plagiarism after the second time will result in no consideration for any honors, awards or leadership position in which the student will represent the high school.

- **Academic Dishonesty has occurred:**

- when a student turns in the work of another student and misrepresents this work as his or her own work. (i.e. handwritten material, computer reproduced work, copied test answers, duplicated audio or visual tapes, compact discs or digital video discs)when a student knowingly permits another student to duplicate work and to deliberately misrepresent that work as their own.
- when a student completes a test for another student.
- when two or more students collaborate on an assignment (without the teacher's knowledge) and each student represents the collective work of the group as his/her own individual work.
- when a student steals or obtains examinations, answer keys or other testing information from the teachers' files, computer directories or computer disk or other sources.
- when a student steals or obtains another student's work from a computer directory or computer disk.
- when a student modifies or deletes another student's or a teacher's computer files.
- when written or printed material is used in a test situation without the subject teacher's permission.

· when a student copies either published or unpublished work of another person without giving the appropriate credit i.e. plagiarism.

Talking to another student during a test will be interpreted as cheating. All students should refrain from talking to other students during test situations.

Electronic devices such as but not limited to cell phones, smartphones, smartwatches, E-readers, Nooks, Kindles, iPods, tablets, camera-ready devices and any other electronic device which can be used to photograph or duplicate test materials, access the internet and/or communicate with others are not permitted in any testing site.

Homework

Homework is an assignment given to a student to be completed outside of the classroom.

Homework is a requirement for credit in nearly all major subjects in high school. It will average from 2 to 3 hours daily, about half of which can be done properly in school. Because homework is an integral part of the educational process, we believe:

- Homework should be assigned whenever appropriate.
- Homework should be related to what is going on, or will be going on in the classroom.
- Homework assignments should be of reasonable length but may vary depending on the level of difficulty of the course.
- Homework will be assessed in some manner and will be used as a factor in determining marking period grades.
- The homework will be assessed in a manner determined by the individual teachers.

Parental encouragement and support in the matter of homework will be greatly appreciated by the school.

Counseling Services

All students of California Area High School have access to counseling services. The counselor is trained to assist students with both educational and personal problems. When appropriate, referrals can be made to outside counseling services. All counseling services are regulated by district and state regulations regarding confidentiality.

Regarding the educational program, the guidance counselor is available to:

- guide students in the selection of courses
- assist with academic deficit
- help students plan for their post-secondary education and/or career
- provide literature and catalogs from higher learning institutions
- offer software and websites for financial aid and scholarships

Schedule Changes

- All course selections will take place by completing a schedule change request form and/or requesting the counselor to schedule an appointment to discuss options.

After the deadline, changes will only be made for the following reasons:

- A computer scheduling error occurred.
- Student failed a course, need to repeat it and the change did not occur.
- Student desire to add an additional elective course.

National Honor Society

California Area High School students will be considered for membership in the National Honor Society no earlier than the second semester of their junior year.

Criteria for selection are scholarship, character, leadership, and service. Students must qualify in all four (4) criteria areas to be admitted into the society.

Scholarship--The student must have a 3.50 cumulative grade point average beginning with grade 9.

Character --The candidates will be evaluated by the five (5) member faculty council; the council will consider the positive as well as possible the negative aspects of character. The selection of each candidate shall be by a majority vote of the faculty council.

Leadership--The candidate must document at least four (4) examples of having served as a leader beginning in grade 9.

Service--The candidate must document at least six (6) examples of service he/she has rendered to the school or community beginning in grade 9.

Students meeting the 3.50 grade point average requirement will continue through the selection process. A five (5) member faculty council appointed by the principal will evaluate the negative as well as positive aspects of each candidate's character.

Further, the council will assess the leadership and service credits submitted by each candidate. Students meeting all four (4) selection criteria will be inducted into the NHS.

If a student fails to achieve a 3.50 QPA by the winter of his junior year, but subsequently achieves a 3.50 QPA by the winter of his senior year, he/she will then be considered for membership, following the above procedure used to evaluate character, leadership, and service.

If an NHS member's QPA falls below the required 3.50, he/she will be placed on academic probation for one semester. If, by the end of the probationary periods, the student raises his QPA to a cumulative 3.50, probation will be lifted. However, if the student fails to raise the QPA, he/she will lose all membership privileges and may never be readmitted.

This summary serves only as an overview; specific details about National Honor Society policies and procedures may be obtained by contacting the NHS sponsor.

ATHLETICS

Athletics are governed by the Board of Education, The Western Pennsylvania Interscholastic Athletic League (WPIAL) and the P.I.A.A. Before practice or participation, athletes, including cheerleaders, must have a physical examination and be covered with an acceptable insurance plan.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Boys Basketball	Baseball
Football	Cheerleading	Softball
Girls Volleyball	Girls Basketball	Track
Cross Country	Soccer	

Athletic Participation (including cheerleading)

Academics

Grades will be reviewed every Thursday for students who are participating in cheerleading and sports. These students **must be passing four credits** to participate in athletic scrimmages, events and games. Students not passing four one-credit courses are placed on probation from Monday through Saturday of the following week.

At the end of each nine-week grading period, students who have failed to pass four one-credit courses will be placed on a 20-day probationary period, beginning with the first day of the next grading period. During this time, student athletes may practice, but may not participate in scrimmages and games. After the 20-day period, if the student is passing four one-credit courses, s/he will be eligible to participate in athletic scrimmages and/or games. Final grades will be evaluated for eligibility for **all** sports.

Attendance

Athletes, including cheerleaders, will not be eligible to participate in any athletic event or practice if they have not been in attendance for at least one half day. The district recognizes the need to evaluate excused absences on an individualized basis pursuant to the District Attendance Policy No. 204.

P.I.A.A By- Laws: Article III- Attendance: Section 3.

How Absence Affects Eligibility.

A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence.

The following absences may be waived by the District Committee:*

- A. days when the student was required to serve as the primary caregiver to a member of the student's immediate family or a near relative or a death in that student's immediate family or of a near relative, both as defined in Section 1154 of the Public School Code or 1949, as amended;
- B. Days when the student was absent due to the student's compliance with a court subpoena;
- C. Days when the student was confined by quarantine;
- D. Days when the student attended a religious activity/function which the church requires its members to attend;
- E. Days when the student has an excused absence of five (5) or more school days due to the same confining illness or injury.

* District Committee: P.I.A.A. District Committee personnel to determine eligibility

If the establishment of any requirement necessary for the District Committee* to exercise its discretion to grant a waiver of five (5) or more excused absences results from illegal conduct on the part of the student, other than absences during which the student, without there having been a criminal conviction or an adjudication of delinquency, is admitted to a substance abuse treatment facility, the District Committee* shall not grant the waiver. Attendance at summer school does not count toward the forty-five (45) school days required.

Drug Use

The use of steroids or other performance-enhancing drugs by students involved in athletics/cheerleading is prohibited. In addition to the application of the drug and alcohol policy,

any athlete/cheerleader who uses or has used anabolic steroids shall not participate in school athletics unless there has been a medical determination that no residual evidence of steroids or performance enhancing drugs exists.

Hazing

Hazing is any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

- **Physical Health**

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.

- **Mental Health**

Any activity that would subject students to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect physical health or safety of the individual. Any hazing activity should be immediately reported to the coach/sponsor or building principal.

CONDUCT INFORMATION

Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations.

No student has the right to interfere with the education of his fellow student. It is the responsibility of all students to respect the rights of their peers, teachers, students, bus drivers, custodians, cafeteria workers, instructional aides, administrators and all others who are involved in the educational process.

It is the responsibility of the student to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Student should assume that, until a rule is waived, altered or repeated in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare to the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time to all classes and other school functions.
- Make up work when absent from school.

- Report accurately and not use indecent or obscene language in student newspapers or publications.
- Express ideas and opinions in a respectful manner.

Any conduct which is inappropriate, offensive to others, or disruptive to the learning process will be considered unacceptable and appropriate disciplinary action will be taken.

Due Process Requirements

The following due process requirements shall be observed with respect to a formal hearing:

1. The student's parent or legal guardian shall be notified of the charges pending against the student.
2. The student and his/her parent or legal guardian shall be provided with sufficient notice of the time and place of the hearing.
3. The hearing shall be held in private unless the student or his/her parent or legal guardian specifically requests a public hearing.
4. The student shall have the right to be represented by counsel.
5. The student shall have the right to be presented with the names of witnesses against them and copies of any statements & affidavits of such witness.
6. The student shall have the right to request that any such witnesses appear in person at the hearing and be subject to direct and cross-examination.
7. The student shall have the right to testify and present witnesses on his/her own behalf.
8. A recorded or stenographic record shall be kept of the hearing, and the student shall have a right to a copy of the transcript of the hearing, at his/her own expense.
9. The hearing shall be held with all reasonable speed.

During the period, if any, between the student's suspension from school and any formal hearing as described above, the student shall be permitted to participate in normal classroom work and activities. However, if, following an informal hearing, the administrator determines that the student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed.

Any student so excluded shall be provided with alternative education, which may include home study.

Discipline Policy

Proper discipline is necessary to insure the correct educational climate for all students of California Area High School. It is our goal to establish standards of appropriate and desirable student behavior. Through utilization of these standards it is hoped that we will provide an opportunity for students to learn basic values, such as, self-discipline and personal acceptance of responsibilities.

It is the responsibility of all members of the school community to create and maintain an atmosphere that is conducive to teaching, learning, and living. This can be achieved by an interaction based on mutual respect and cooperation. The emphasis should be on courtesy, consideration, and the fulfillment of necessary obligations at all times.

Teacher Authority

Teachers, by authority of the Pennsylvania School Code, supervise students. This authority extends but is not limited to the classroom, hallways, cafeteria, school grounds, school buses, and the location of any field trip or extra curricular activity.

Teachers will not tolerate any acts of insubordination that disrupt the school programs, infringe upon the rights of others, cause dissension among the student body, or cause a decline in the reputation of the school as an educational institution. Students must realize that teachers possess both the right and the responsibility to discipline disruptive and/or insubordinate behavior.

Off-Campus Activities

The discipline listed in this handbook also applies to student conduct that occurs off school property. The following scenarios apply:

- There is a direct link between the proximity of timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
- The sponsor of an extracurricular activity or coach has notified club/team members that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the student expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has a direct link to attendance at school or a school-sponsored activity.
- The conduct involves the theft or vandalism of school property.
- School designated bus stops, pick-up points or drop-off locations
- When social media carries over into the school and causes a disruption in the instructional day, those individuals are subject to possible school consequences.

Behavioral Probation

Students assigned behavioral probation for misconduct are ineligible to participate in or attend any athletic, extra-curricular activity until the detention is served. Activities include, but are not limited to games, practices, pep rallies, performances, assemblies, field trips, parties, dances, Homecoming, Prom, and Commencement activities. Only field trips that last no longer than the class period will be permitted. Multiple period trips will mean that the student must remain in school and abide by their teacher's assigned daily schedule. **Behavioral probation will result in an immediate loss of driving privileges.**

Detention

Possible Types of Detention

- Lunch Detention
- In-School Suspension
- After School Detention

Detention Rules

- Report to the detention room.
- Use the restroom prior to reporting to detention
- Bring schoolwork to complete or work may be assigned. Students may not eat, drink, sleep, talk, listen to music, use a computer or watch television.
- Students may not leave the room and may not leave their seats.

- Disobeying detention rules and other misbehavior will result in the student being excused without any credit for the time served and additional disciplinary action.

Students will be ineligible to participate in any athletic or extra-curricular activity until detention obligation has been satisfied.

No substitution of other disciplinary action is permitted, unless approved and assigned by the principal (s). Special circumstances must be approved by the school administration.

Detention must be served within one week of its assignment. Detention will not be scheduled around extracurricular events and employment, transportation, childcare, etc. Failure to complete the ASD will result in additional penalty. Requests for changes to the assigned dates of detention may only be made by the parent/guardian to the principal(s) at the high school. Transportation to and from detention is the responsibility of the student or parent.

Out of School Suspension (OSS)

- Students will be required to take tests and participate in scheduled assignments upon return from OSS. Students will not receive a grace period for assignments, tests or projects.
- OSS is exclusion from school for a period of one to ten consecutive school days.
- OSS may only be assigned by a school administrator.
- No student shall be suspended until the student has been informed of the reason(s) for the suspension and given a chance to respond unless it is clear that the health, safety or welfare of others is threatened.
- A reasonable attempt will be made to notify the parents/guardians when the student is suspended. If parent contact is not made, the student will be sent home with a copy of the mailed letter of suspension.
- When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing within five days of the infraction. It is the parent's responsibility to contact the school for an appointment.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within the same number of days as the OSS following their return to school.
- MVCTC students who receive OSS are not permitted to attend **either school** until the entire suspension is served.

Students may not participate in or attend any extra-curricular or athletic activities on the day(s) they serve an OSS. Students may resume extra-curricular participation once they are permitted to return for a full school day.

Any student on suspension who returns to school grounds without administrative permission will be charged with defiant trespass and additional school disciplinary consequences.

Restroom – Loitering

Prior to leaving the classroom, ALL students must sign out from the classroom stating the date and time departing from the classroom before excusal will be granted by the teacher.

Loitering in the restroom area is not an acceptable use of this area. Students should not use this area for “socializing.” Students found to be disfiguring restroom facilities or littering the area will be disciplined according to the severity of the offense.

Students are not permitted to use the restrooms located in the locker rooms unless they are in a scheduled physical education class. Once a student is released from a classroom with permission from the teacher, the student must use the restroom closest to that classroom. If the restroom is locked, the student may proceed to the next available restroom in the hallway.

Students using the restrooms in the locker room will be considered in an unassigned area and subject to disciplinary consequences.

Student restroom privileges may be restricted if the administration has evidence of, or reasonable suspicion that the student is or may be abusing release from the classroom.

Smoking on School Property

Those persons caught smoking or vandalizing the restrooms will be disciplined according to the discipline code (School Policy code #222). In addition, their privilege to use the restroom areas will be restricted. They will be permitted to use the restroom area only after notifying the high school office. Non-compliance with this policy will bring disciplinary action as well.

Definitions of Tobacco and Related Products

All forms of tobacco, tobacco products, tobacco by-products, and tobacco paraphernalia, including but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, lighters, and tobacco pouches.

Possession of Tobacco Products

It is defined as possession - on the person, in the clothing, in a locker, in a hand bag, gym bag, or like object, in a vehicle while on school property, or in or at any location to which a student may have access while in school, in transit to or from school, or at a school-sponsored function, activity or event.

A violation of this policy shall be punishable by a civil fine. The student will also be subject to suspension according to the student discipline policy.

Student Responsibility

No student with the California Area School District shall knowingly possess, use, furnish, transfer or distribute tobacco while:

- a. On school grounds, during, immediately before, and immediately after, school hours;
- b. On school grounds at any other time, when the school is being used by any school group.
- c. Off school grounds, while attending any school activity, function, or event, or school-sponsored activities; and/or in transit to and/or from school or a school activity, function or event, or school-sponsored activity, function, or event, where such transportation is provided by, or at the expense of the District.

Further Disciplinary Options

A student in violation of this policy while in transit, as set forth in (c) above, may, in addition to the imposition of disciplinary measures pursuant to the Student Discipline Policy be required to use other means of transportation to and from school, a school activity, functions, or event, or a school-sponsored event, as deemed necessary by building principal.

- An absence from school during any such period shall constitute an illegal absence, unless the District is subsequently provided with a written medical excuse for the student's absence during that period.
- Under no circumstances will student driving privileges be extended to any student in violation of (C) above, during the time that the student's right to transportation to and from school at the expense of the District, has been suspended.

Expulsion

All expulsions require a formal hearing.

Searches

The primary purpose and justification for any search is to protect the health, safety and welfare of the students, school property and the educational process.

Procedure

When reasonable suspicion exists that a student is in possession of illegal or unauthorized materials, the administration may search for and seize such materials if found. An administrator may seize the evidence indicating that a student is violating or has violated the law or a school rule, that the administrator may find as a result of a search of a student's property, clothed body or areas designated for a students' use if the search is proper and reasonable.

All confiscated material will be placed in an envelope and given to the appropriate authorities (i.e., police, parents/guardians, vehicle owner, etc.). The envelope will be marked with the locker number/vehicle identification, student's name(s), date, time confiscated and the title of the persons who conducted the search. Such materials may be used as evidence against the student in a disciplinary proceeding.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school populations, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

An administrator and another staff member will conduct all searches. Failure to comply with a request for a search shall result in additional disciplinary action.

- **Personal Searches**: A student's person or personal property such as purse, book bag, jacket, trousers or other articles of clothing may be searched. If a pat down is necessary, an administrator and another staff member of the same gender of the student will conduct the search in private. No strip searches will be conducted.
- **Locker Searches**: Student lockers are school property and remain at all times under the control of the school. The school reserves the right to inspect lockers at any time without notice and without consent. Students are expected to assume full responsibility for the security of their lockers. Students need to keep lock combinations confidential. Periodic locker inspections will be conducted by the administration without prior notice at any time during the school year. The search of a particular locker will only be made when there is a reasonable suspicion that the student has illegal materials or when a school rule has been violated.

- Vehicle Searches: In order to park on school property, students must complete an application and obtain a permit. Such parking permit is obtained as a matter of privilege, not a right. The school retains the authority to conduct routine checks of student vehicles. Interior inspections will be conducted when the administration has a reasonable suspicion that there are illegal or unauthorized materials inside the vehicle or a school rule has been violated.
- Electronic Searches: Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent.

Prior to a locker or vehicle search, the student may be notified and given an opportunity to be present. However, when an administrator or staff member has reason to believe that the locker or vehicle contains materials that may pose a threat to the health, welfare and/or safety of other students or the staff at the school, a search will be conducted without prior notice.

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original object of the search or inspection.

Failure to comply with an administrator's request to conduct a search will result in additional disciplinary consequences.

Behavioral Violations

Defined:

- Any student, who commits a serious offense that can endanger the health, safety or welfare of the students or staff or disrupts the orderly operation of the school, will be subject to additional consequences at the discretion of the administration.
- The listing of disciplinary infractions is not all-inclusive. Offenses not listed will be acted upon according to the specific violation or act at the discretion of the administration. Age appropriate discipline may vary from the consequences listed based upon the judgment of the principal.
- Committing multiple offenses will result in additional consequences at the discretion of the administration, a referral to the SAP team, a citation and/or behavioral contract.
- Severe offenders of multiple areas of the discipline code, upon administrative review, may be referred to the school board for expulsion.
- Student driver's privilege of driving may be revoked permanently for multiple offenses.

Bus Conduct/Regulations

School Bus Transportation Rules. The bus is an extension of the school and students will:

- Be at the assigned bus stop five minutes prior to the arrival of the bus.
- Not attempt to enter or leave the bus while it is in motion.
- Get on or off the bus only at assigned stops.
- Enter and leave the bus in an orderly fashion, be careful about one's own safety and the safety of others. Do not push, shove or crowd other passengers.
- Not engage in horseplay, fighting, throwing objects on or off the bus.
- Keep head, arms and all objects inside the bus at all times.

- Not use profanity; be in possession or use of tobacco, alcohol or drugs in any form; spit; use matches or lighters; or behave in a manner that is offensive or dangerous to others.
- Not eat or drink on the bus.
- Not tamper with any bus equipment unless directed to do so by the bus driver.
- Keep objects out of the aisle.
- Not bring live animals, firearms, explosives, glass items or fireworks on the bus.
- Getting off at a different stop on the same bus run or riding a different bus home on a temporary basis requires a note from the parent which has been approved, in advance, by the principal. **In case of an emergency**, it may be necessary for a student to ride a different bus. **This must be approved, in writing, by the principal in advance.**

Inappropriate behaviors occurring during district transportation will receive the same discipline as though it had occurred in school.

Cafeteria Disturbance

Violations of the following rules will be considered a cafeteria disturbance which will warrant disciplinary consequences:

- Report immediately to the cafeteria upon dismissal for lunch.
- Remain in the cafeteria unless given permission to leave by a cafeteria supervisor. Students will ask the cafeteria supervisor to use the restroom. Students given approval to use the restroom will use the restroom closest to the cafeteria. Students who do not return within five minutes will be referred to the office. No one will be dismissed during the last five minutes of either lunch period.
- Do not “cut” in the cafeteria line.
- Deposit all litter in appropriate receptacles.
- Return all trays and utensils to the dishwashing area.
- Stack trays on counter.
- Clean up table and floor area.
- Push chairs under the table when leaving.
- **Do not remove food or beverages from the cafeteria.**
- Do not move tables without permission to do so.
- Students may sit anywhere they chose on a “first come, first serve basis” unless assigned to a specific seat / area.

Cafeteria monitors have the authority to refer students to the office or assign immediate disciplinary consequences to students who fail to follow the rules. These immediate consequences may include, but are not limited to, assigned seating, separating of students, and clean-up following dismissal.

Lunch

In accordance with the district Wellness Policy (No. 246), students are **NOT** permitted to order food or have food delivered into the school from outside stores or restaurants. Students are encouraged to participate in the lunch program offered by our Food Service Director. Students ordering food for delivery or leaving campus to pick up food will face disciplinary consequences.

Arrangements for ordered / delivered meals may take place during after school activities.

Cafeteria Purchase

Our cafeteria uses a Point of Sale system for all cafeteria meals. This system tracks the number and type of meals served to each student as well as a school-wide count. Students receive PIN number which they will enter on a keypad when they go through the cafeteria line. Students will need to remember their PIN. Numbers are not to be shared with other students.

Point of Sale system will allow the following:

- Parents can access updated cafeteria accounts through PowerSchool
- Students can pay cash for breakfast, lunch and snacks.
- Students can establish an account with advanced payments. The Point of Sale system will electronically deduct the amount of the lunch item from the student's balance. Similar to a debit system.

The Point of Sale system does not offer a "charge" allowance. The following limitations apply:

- Students are not permitted to charge breakfast.
- If there is no advanced money paid on an account, students are limited to three lunch charges; however payment for "charged" lunches must be satisfied before the next lunch item can be purchased.

The easiest method is to deposit money to your child's account. Advanced payments can be made during breakfast at the cafeteria register. Cash is accepted. Checks can be made out to: CASD Cafeteria Fund. For any questions regarding cafeteria accounts, please call 724-785-5438 or email the Food Services Manager.

Computer / Internet Misuse

The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Board establishes that the use of the Internet is a privilege, not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of privileges and appropriate disciplinary actions rendered.

The district shall make every effort to ensure that students use this educational resource responsibly. Students 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 laws.

The following uses of the Internet are prohibited:

- Illegal activity
- Commercial or for profit purposes
- Non-Work or non-school related work, including computer games and personal e-mail
- Product advertisement or political lobbying
- Hate mail, discriminatory remarks and offensive or inflammatory communication

- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
- Access to obscene or pornographic material
- Inappropriate language or profanity on the network
- Transmission of material likely to be offensive or objectionable to recipients
- Obtain or modify files, passwords, and data belonging to other users or impersonation of another user, anonymity and pseudonyms.
- For fraudulent copying, communications or modification of materials in violation of copyright laws
- To load or use unauthorized games, programs, files, music or other electronic media
- To disrupt the work of other users
- To destroy, modify, or abuse network hardware and software
- To quote personal communications in a public forum without the original author's consent.

The high school administration reserves the right to:

1. Log network use
2. Monitor fileserver space utilization by students
3. Review and edit any materials on individual user accounts and workstations where there is reasonable suspicion of abuse

The following guidelines shall be followed:

- Students shall not reveal their passwords to another individual, i.e. login, PowerSchool or other access information.
- Users are not to use a computer that has been logged in under another student's or teacher's name

The administration reserves the right to deny or restrict access to district technology resources at any time, and for any length of time as action for inappropriate use. All students are expected to act in a responsible, ethical and legal manner in accordance with district policy.

Care of School District Materials

It is expected that students will take proper care of those textbooks and materials issued to them by the School District. Students who lose or damage materials and books will be expected to pay for the replacement or repair costs. Other disciplinary consequences may occur, including but not limited to loss of privileges and activities.

Child Custody Orders

Unless otherwise directed by a court of law, both natural parents usually have full access to students and their records. If for some reason these rights are restricted, legal documentation must be on file at the school. Your child's emotional and physical well-being are of the utmost concern to our school staff. Please ensure that copies of any Custody or Access orders affecting your child are on file at the school office. It is the custodial parent's responsibility to provide the school with a court-certified copy of any pertinent court orders.

Disruption of School, Classroom, Activities or Events

Inappropriate symbolism especially that which discriminates against or is offensive based on race, religion or sex will be considered as conduct which materially and substantially interferes with the educational process and environment. California Area High School has a legitimate interest in maintaining discipline and order. School officials are within their right to

react and have flexibility to deal with a wide range of unanticipated conduct. In cases of inappropriate symbolism school officials are within their right to render consequences based on a reasonable expectation or prediction that the proscribed speech or conduct would probably result in disruption.

A student will not use or encourage other students to engage in violence, force, noise, coercion, threat, intimidation, fear, passive resistance, obscene language, obscene gestures, or any other conduct that serves no legitimate school purpose or causes a disruption to the educational process.

Students participating in and present around any such disruptive behavior will be ordered to disperse. Refusal to obey may result in, as a minimum:

1. Suspension from school
2. Removal from all athletic and non-athletic activity participation and attendance
3. Removal / no consideration for leadership position
4. Repeal of parking / driving privileges
5. Removal from senior activities, dances and / or assemblies

Dress Code

Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school. The district believes that specific items of clothing are disruptive or distracting to the educational process or pose a threat to students' health, safety or welfare and therefore are not permitted to be worn in school.

Those items include:

General

- Spandex or skin-tight outfits of any type or material are not permitted unless an accompanying top covers the hips, buttocks and cleavage in appropriate manner.
- Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
- Undergarments should not be exposed in any way.
- Any clothing, jewelry or personal item worn on the body, displaying suggestive, offensive, obscene language or double meaning wording; display pictures or symbols that advocate or promote sexual activity, violence or the use of alcohol or drugs; is degrading to another person because of race, sex, religious persuasion, national origin, handicap or disability are not permitted.
- Lounge-wear or pajama-type clothing is not permitted.

Tops

- Tops may not be "low cut" or exposing. Bare midriffs, exposed shoulders and bare backs are not permitted
- The following are unacceptable school attire:
 - Tank Tops
 - Spaghetti Strap / Halter / Mesh Tops
 - See-through blouses or shirts
 - Tube Tops / Crop Tops
 - Any top that is skintight or allows the midriff, cleavage, shoulders or undergarments to be exposed is not permitted.

- Shirts/tops that are not of sufficient length to be tucked into the student's pants / skirt when s/he is sitting down. (Note: Shirts do not have to be tucked in just long enough to be tucked in.)
- Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

Pants/Shorts/Skirts/Skortts

- Pants, shorts, and skorts must be secured and worn no lower than the hip. Low riding / sag style is not permitted. Underwear must be covered.
- Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
- Tear –away pants (snap pants) and boxer shorts worn as outer wear are not permitted.
- Cut offs of any type are not permitted. This is considered ripped clothing.

Offensive Dress

- Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:
 - Have sexually suggestive writing/pictures
 - Advocate violence
 - Advertise or promote the use of tobacco, alcohol or drugs
 - Have double meaning wording or obscene language
 - Are disrespectful
- A tattoo must be covered if it:
 - Has sexually suggestive writing/pictures
 - Advocates violence
 - Advertises or promotes the use of tobacco, alcohol or drugs
 - Has double meaning wording or obscene language
 - Is disrespectful

Footwear

- Footwear is mandatory.
- Any shoe that poses a safety hazard is not permitted
- Shoes with laces must be tied
- During participation in, but not limited to such activities as science laboratories, home economics labs, technology classes, events held at stadium, field trips, and Commencement, the school may require fully covered feet or shoe heel height / style, and thus anything other than a full shoe or a high heeled / spiked heel shoe would be unacceptable.

Jewelry

- Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard are not permitted.
- Spiked items, dog and wallet chains, dog collars and long key chains

Outer Garments

- Hats, caps, bandanas, visors, sweatbands are not permitted.
- Hats and hoods must be removed upon entering the building.
- All head coverings (not limited to hats, sweatbands, bandannas, ...)

- Coats, capes, jackets and outdoor garments shall immediately be placed in student lockers upon arrival to school, and will not be worn inside at any time.
- Sunglasses are not to be worn in the building, during classroom instruction or at any time which would create a disturbance, unless a medical prescription deems it necessary for a student to wear sunglasses or darkened lenses.

Health and Hygiene

- Any apparel that is judged to be unhealthy or unsanitary is not permitted.
- Each student is expected to maintain good personal hygiene.

Book Bags

- Book bags on wheels or with extension handles (exceptions are made for students whose physical disability necessitates this type of book bag; must be certified by a physician)
- Book bags must remain in the student's locker.

The principal's interpretation of the inappropriateness of the clothing item will be final. Students will be asked to change into acceptable attire. If offenses are repeated, detention will be assigned. In cases of lack of cooperation, students may be sent home for the day.

In the case of an appearance violation, the administration will have the student, when possible, correct the violation immediately. This may include turning a shirt inside-out or wearing a school- or student provided cover-up for the remainder of the day. For violations that cannot be immediately corrected or where there is non-compliance by the student, an attempt will be made to contact the student's parent/guardian to assist or to remove the student from school premises. The administration will isolate the student until corrective action is taken and appropriate disciplinary action will ensue.

Students are not permitted to wear their street clothes for physical education classes.

Book bags / Drawstring bags must be left in lockers. Book bags/ Drawstring bags are not considered a functional piece of clothing.

Fighting

Fighting using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in disciplinary action by the administration may result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

This disciplinary infraction is most serious because of the potential for temporary or permanent physical damage and because it is a very negative element that disrupts the entire school environment. Therefore, infractions where two (2) students are fighting or where one or more students assault another student or others will be handled in the following manner:

- Suspension from school for a period of time commensurate with the seriousness of the incident and damage done to another student(s) or to school property.
- Immediate referral to the district magistrate and/or police department in whose coverage area the offense occurs. The student will be cited for disorderly conduct, and be required to pay a fine from \$50.00 to \$300.00 for each offense.
- Referral to juvenile authorities for further action.
- Possible referral to the Peer Jury system for probationary action.

Use of Cell Phones /Electronic Devices

The possession and /or use of cell phones are strictly prohibited as per district policy #237.

The policy states: *The Board of School Directors reserves to the school district administration the right to confiscate any telephone paging device (beeper) or cellular telephone, the possession of which is in violation of this policy.*

Students and parents shall be further notified that, any student found to be in possession of an electronic device or cellular telephone in violation of this policy shall have the electronic device or cellular telephone confiscated and shall permanently forfeit said item(s) to the school district and/or appropriate police officials.

Disciplinary action may be pursued according to Policy No. 218 – Student Discipline.

Students must use the phone in the high school office to call home for illness or to arrange early dismissal. Students are not permitted to text to go home. Early dismissals and illness must be communicated through the high school office.

Increased student cell phone usage in schools has created several problems including text messaging during testing, unauthorized picture taking, and general classroom disruptions. These occurrences are all detrimental to the learning environment. **Therefore the following scenarios will not be tolerated and consequences will be rendered:**

- Cell phones and pagers must be turned off to prevent ringing or vibration during the school day. Note: **“Forgetting” to turn off the cell phone is not an excuse.**
- Cell phone use is not permitted in the school building before or during school time. **Use of a cell phone in school between the hours of 7:15 a.m. to 2:30 p.m. is prohibited.**
- **If student remains on campus for an afterschool instructional opportunity, then the use of a cell phone is prohibited.**
- Cell phone use is not permitted during assemblies, pep rallies, lunch time and any other activity, which takes place during the regularly scheduled school day.
- Cell phone use is not permitted on field trips or excursions, which are conducted during the normal school day.
- Use of a cell phone during a test (i.e. text messaging) will be considered cheating and proper action will be taken.
- No use of cell phone cameras is permitted during the school day. Also, no cell phone cameras are permitted in the restrooms or locker room areas at any time.
- **Cell phones must not be visible, using them as a clock or calculator is not an acceptable excuse.**

Policy #237 further states: *The Superintendent shall promulgate such additional rules and regulations as are necessary to fulfill the purposes of this policy.*

Therefore, the following consequences shall be rendered:

First offense – Device is confiscated; student picks up device at the end of the day. Student is assigned one day of after school detention.

Second offense – Device is confiscated, parent will be permitted to collect the device at the end of the school day. Three days of after-school detention is assigned.

Third offense – Device is confiscated; parent will be permitted to pick up device after (3) calendar days. One day of out of school suspension is assigned.

Fourth offense – Device is confiscated; parent will be permitted to pick up the device on the last day of the current school year.

Any student refusing to give up electronic device to confiscation will be faced with the following:

- The student will be given a citation
- The student will be given an out of school suspension.

District’s Right To Confiscate Electronic Devices

The school district has the right to confiscate any electronic device that is brought to school or to a school function or activity conducted during the instructional day. If the device is:

- **Not properly registered in accordance with this procedure or a BYOD policy**
- **If it is used in violation of any of the rules or prohibitions contained in the policy and/or procedure as determined by the principal**
- **If it is used or “out” or “on” in violation of any instructions or other person who is in charge of the function or activity**

Telephones for student use are available before school, at lunch and after school at no cost in the High School Office which eliminates the need for student cell phones during the school day. *Parents that need to contact their child should call the High School Office (724-785-5800).* Cell phone use during normal school hours will be allowed when a state of emergency has been declared (verbally or in writing) by the Principal or designee.

California Area High School assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any cellular phones, remotely activating paging device or similar device that is brought to school at any time or to any extra curricular or after school activity. **Students shall be solely responsible for the safekeeping of any electronic device brought to school and each student who brings an electronic device to school or to a school function or activity shall assume the risk of loss, theft, damage or other injury to the electronic device. If a cell phone has been damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the District take financial responsibility for the cell phone or cell phone charger.**

Electronic Devices

According to Policy 237: Electronic Devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, blackberries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits use of electronic devices by students during the school day in district buildings; or district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities. The district shall not be liable for the loss, damage or misuse of any electronic device.

Students shall not use the camera or video recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by:

- **A teacher or administrator**
- **The individuals who are being recorded**

***Students shall not use the audio recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by:**

- **A teacher or administrator**
- **The individuals whose voices or activities are being recorded.**

***(Pennsylvania’s Wiretapping and Electronic Surveillance Control Act, 18 Pa.C.S.A)**

Use of these prohibited items shall result in disciplinary actions and the items will be confiscated. Continued abuse of the policy will result in further action determined by the Principal(s) and could include prolonged confiscation, additional detentions and/or suspension. Confiscated items may only be retrieved by a parent / guardian.

If an electronic device or a prohibited personal item has been damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the item.

Under no circumstances shall the school district be responsible at any time for any fees or charges that may be associated with an electronic device brought to school by a student, including the cost of electronic device, monthly fees or charges, access fees, telephone service charges, date fees, Internet access fees or any other similar fee. All such fees, costs and charges remain the sole responsibility of the student and/or his/her parent(s) or guardian(s).

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs whether by electronic data transfer or other means, including but not limited to testing and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Personal Items

The school district is not responsible for personal items that are lost, stolen or damaged. **Students are advised not to bring large amounts of money to school. Students are advised not to bring any form of electronic device to school.** Students are responsible for their personal property. Students should not bring expensive belongings to school because they could be lost, stolen or damaged.

Students are prohibited from bringing and/or using items such as squirt guns, lighters and other tobacco related items, laser pointers and attachments. Radios, tape players, CD players, audio players, hand held games, cellular telephones and telephone paging devices (beepers) and other sound equipment may be used on school buses, but must be stored in the student's book bag **prior** to entering the building

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 visa 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.
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 violated 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.

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

Public Display of Affection

Displays of affection including but not limited to kissing and fondling are not permitted in school. If a warning does not end this problem, then parents will be notified, and disciplinary action may be taken.

Bullying / Harassment

Bullying will not be tolerated. Students who are found to have made bullying/harassing threats (verbally, artistically, and/or in writing), or students who have knowledge of such acts and fail to report them immediately to a nearby adult, will face disciplinary action.

Safety

The health, safety and welfare of the students and staff of the California Area High School are the responsibility of the entire school community, including the students. Students can assist in ensuring school safety by:

Threats

California Area School District considers any threat made by a student toward another student, staff member, or school property (including bomb threats) legitimate and serious. Each and every incident will be prosecuted to the fullest extent of the laws. Consequences may include expulsion from school and charges filed resulting in a criminal record.

If a student is expelled for making terroristic threats or committing terroristic acts, 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.

- Following the rules and regulations set forth by the District, School, Staff and Parents
- Locate established escape routes (e.g., fire drills, severe weather alerts, etc.)
- Not spreading rumors
- Attempting to remain calm during emergency situations
- Informing a staff member if:
 1. A non-staff member is in the building without a visible visitors' pass
 2. A suspicious person or vehicle is on school property
 3. An unsafe situation exists (e.g., ice on the sidewalk; a broken window, desk, or locker; spilled fluid in the hallway)
 4. Knowledge of student(s) is/are bullying / harassing others
 5. A fight is brewing
 6. You see or suspect the presence of drugs, alcohol, tobacco, and/or weapons on school property
 7. Someone has mentioned thoughts of suicide
 8. Someone needs medical attention
 9. Informing the office of reckless drivers or hazardous conditions in the parking area

Terroristic Acts

A terroristic act is an offense against property or involving danger to another person. When an administrator has evidenced that a student made a terroristic threat or committed an act of terrorism, the administrator shall suspend the student pending further investigation and possible recommendation for expulsion. The principal(s) will report the student to law enforcement officials.

Weapons

The term weapon shall include but not limited to any knife, cutting instrument, cutting tool, nunchaku sticks, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Possession of a weapon on school grounds, at any school sponsored activity / event or on school transportation is a threat to the safety of students and staff. This is considered a crime according to the Commonwealth of Pennsylvania. An individual possesses a weapon in violation of the policy when the weapon is found on his/her person, or in his/her personal property (e.g., book bag, gym bag, and purse) or

in a place where the individual exercises exclusive control (e.g., vehicle or locker). The term possession shall include handling, transporting, using, discharging, and manufacturing, assembling, selling, distributing or transferring any weapon.

Students found to be in possession of a weapon or have knowledge of and fail to properly report the possession of a weapon in the building(s), on the grounds, at school sponsored activities, or in any conveyance providing transportation for students of the district may be immediately expelled / suspended. Students subject to discipline for violation of the Weapons Policy shall be entitled to a formal hearing pursuant to the hearing policies of the District.

Violation of Law

A student who violates a local, state or federal law will be reported to the appropriate law enforcement agency for prosecution. The building administrator may also request that a citation be filed on the school's behalf when the student's behavior warrants such action. This action may be taken in conjunction with or separately from school district disciplinary consequences.

Posting Information on School Property / Freedom of Expression

School principals require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property. Identification of the individual student or at least one responsible person in a student group is required on any posted or distributed material. Surveys or petitions must have advance approval from the administration before circulated.

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights.

GENERAL INFORMATION

Alternative School

Students who are experiencing habitual behavioral, truancy and disciplinary difficulties at California Area High School may be candidates for an alternative school. This placement will allow the student an opportunity to earn a California Area High School diploma after successfully completing pre-approved coursework in an alternative school.

Student activities such as clubs and athletics, dances, proms, senior activities, commencement, fieldtrips are not open to students enrolled in an alternative school.

Announcements

Announcements are made daily over the PA system. Students are responsible for listening to and adhering to the daily announcements. The daily bulletin will be posted at the high school office.

Students must have the approval of their sponsor/coach before submitting an announcement to the high school office. A form is available for announcements.

Arrival at School

Students must report directly into the school building and remain in the building. If a student is not eating breakfast, then students are to immediately report to homerooms or first period for attendance. Students will remain in the classroom for attendance, announcements and pledge. Prior to entering the classroom, students should have materials prepared for their first period class.

Breakfast

Breakfast items will be available in the high school cafeteria.

Change of Address / Phone Number/Emergency Contact

An emergency form must be **updated, completed and returned** the first week of school. Please list your current address, phone numbers, email address and contacts.

ATTENTION! All address and/or telephone number changes must be reported to the school office.

Classroom Parties

Classroom parties will be handled at the discretion of the classroom teacher / sponsor; however, all parties must be granted approval by the principal(s). Parties shall not interfere with the instructional process of another class. Therefore, a classroom party will only consume the scheduled class period with the hosting teacher.

Classroom parties will only receive approval when scheduled after the last lunch period. In accordance with our district Wellness Policy, classroom parties will not serve food in classrooms prior to breakfast or lunch.

Complaints

Complaints from parents and students involving a teacher, coach, sponsor or other staff member must begin with the individual. If the issue is not resolved, the parent/student should address the complaint with the building principal.

Dance Regulations

Teachers, coaches or sponsors may organize dances when they recognize a high level of interest. All school rules apply to all dances held on school grounds or off campus.

Students who plan to bring an outside guest are required to have the outside guest approved prior to purchasing a ticket. A Guest Request form must be completed then approved by the sponsor or building administrator.

The sponsor/administrator/security may inspect large or suspicious personal belongings as students enter the dance. Conduct suggesting substance abuse will be referred to the sponsor/administrator/security.

Elections

All elections for the selection of student representatives for school-related events must be coordinated through the event sponsor and the Principal's Office. Under no circumstances shall elections be held without such coordination. Any violations of this section shall void all results. Once the candidate is elected he / she can decline the final selection; however the elected candidate may not relinquish their title to another individual of their own choosing.

Administrative personnel and/or their adult designees shall count all votes in private.

Students elected to or selected for leadership positions shall maintain high academic, attendance, and behavior standards. Any pattern of poor academics, attendance and / or behavior shall result in removal from the elected/selected position and / or the election / selection process.

The administration reserves the right to deny participation if a student is elected / selected to a leadership position of any type and has a pattern of, or develops a pattern of, poor academics, attendance and /or behavior. Decisions made on this matter, at this level close the issue to further appeal.

Emergency Procedure (Fire, Weather, Lockdown, etc.)

Specific instructions will be given in each class as each procedure occurs.

It is a FEDERAL offense to pull a fire alarm when no threat of fire exists. Students engaging in such practices will be disciplined accordingly.

EMERGENCY PROCEDURES DUE TO WEATHER CONDITIONS

If an emergency weather condition exists during the school day, communication through the Public Address (P.A.) system will inform students and staff of safety measures being implemented. In the event that the P.A. system cannot be used, a communication plan has been established by the district crisis team. Regular safety rehearsals ensure that students understand the importance of cooperation, calm and attention to the instructions of staff.

Rest assured that the safety of students and staff is our primary responsibility. Our building has developed a crisis plan in conjunction with local emergency responders. The procedures are reviewed regularly. In addition, the school is staffed by a nurse to support emergency response. AEDs are located in the common areas as well.

In the event of an emergency on our school property, the school campus will be closed to all visitors except emergency personnel and law enforcement agencies. Parents will be directed to an identified relocation area to be reunited with students. Students will be released only to parents and those identified in PowerSchool as Emergency Contacts. Parents should update emergency contacts on a yearly basis to ensure that the information on file is accurate.

EVACUATION- SAFETY REHEARSALS

Instructions for emergency exit procedures are posted in each room. Certain rules are necessary to make evacuation drills a valuable exercise to prepare for an emergency:

1. All evacuation rehearsals are orderly and talking is minimal. This enables good communication in the event that an exit is blocked and students must be rerouted during egress from the building.
2. Several groups of students exit through the same door. Each side of the hall has a line that moves continuously. The lines should be maintained at all times. First students in line will hold the doors open.
3. In the event that an exit is blocked, alternate exits will be used. Be aware of the location of alternate exits. Plans for emergency blocked accesses are as follows:
 - Teachers in the rooms that exit the building first should always lead the lines.
 - If an exit is blocked, the teacher will take the alternate route designated.
4. Upon evacuation from the building, students move to the front of the school and locate homeroom teachers in designated areas.
5. Teachers take accountability and report missing students to administration.
6. Building level administration receives accountability reports in order to communicate with emergency responders and District Administration.
7. When/if it is determined to be safe to re-enter the building, students return to the room in the same order as they left.
8. All personnel must leave the building and participate in safe evacuation rehearsals.

LOCKDOWN SAFETY RESPONSE – SAFE CONTAINMENT WITHIN THE BUILDING

California Area School District has a comprehensive safety plan that is continually discussed, rehearsed and evaluated. The District works closely with local emergency responders to ensure that safety plans are updated and promote a safe school environment. While safe evacuation from the building is sometimes the most prudent response to a threat to safety, such as a fire within the building, Lockdown is another safety response procedure that contains students and staff in safe locations within the building in the event of a threat to safety.

Lockdown is initiated with a clear and direct announcement over the public address system, “Lockdown, Go into lockdown at this time.” When this direction is given, students and staff respond by moving into the classroom closest to their present location. Classrooms are locked from the inside and teachers move students away from doors and windows. Classroom doors are barricaded. Students and staff silence electronic communications and remain in place to allow emergency responders to ensure the safety of the building. Students and staff remain in place until emergency responders report that the building is safe for evacuation.

LOCKOUT SAFETY RESPONSE

A Lockout recovers all students from outside the building, secures the building perimeter and locks all outside doors. Lockout is implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the playground are examples of a Lockout response. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

End of School Day / Dismissal

All students must remain in their classroom until the dismissal bell rings. Use the designated exits to load buses. NEVER cross in front of or go between buses. Do not loiter in the parking lot.

Student drivers may not leave the parking lot to drive or ride home until all of the buses have departed. Student Drivers are required to report to the designated room for student drivers prior to dismissal.

Exclusion from School

Students determined to have contagious medical conditions (e.g., head lice, impetigo, pink eye, etc.) will be restricted from school and not permitted to return without written permission from the treating physician.

Field Trips

Field trips are a part of the educational process by supplementing and reinforcing the curriculum. Students must ride the provided school district buses on all field trips. The teachers and principal will determine the number of adult chaperones.

Student trips are a privilege. To participate, a signed parental permission form must be submitted to the sponsoring teacher. Students represent our District, and their behavior should be exemplary.

First Aid

Emergency care of students is limited to first aid that may be administered by the school nurse, athletic trainer or designated teacher who has received first aid training. When there is a need for hospital care, parents must consent and assume financial responsibility.

In an emergency that necessitates transportation by ambulance, the school will act in *loco parentis* if a parent cannot be reached. The parent will be responsible for all transportation and medical related expenses.

Flag Salute and The Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief and / or religious convictions.

Arrangements can be made for those individuals who choose to relocate during the Pledge. Students who refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Good Sportsmanship

The PIAA and its member schools are strongly emphasizing the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them.

1. Exercise representative behavior at all times.

2. Exhibit respect for the officials

Acceptable Behavior

- Applause during introduction of players, coaches, and contest officials.
- Players shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause.
- Accept decisions of contest officials.
- Cheerleaders lead fans in cheers in a positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Applause at end of contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of team.

Unacceptable Behavior

- Yelling, waving arms, or using demonstrative tactics to distract the opponent.
- Disrespectful or derogatory cheers, chants, songs, or gestures.
- Criticizing officials in any way, displays of temper with an official's call.
- Cheers that antagonizes opponents.
- Refusing to shake hands or give recognition for good performances.
- Laughing or name-calling to distract an opponent.
- Doing own cheers instead of following lead of cheerleaders.
- Wearing extreme or unusual clothing or excessive face or body painting that detracts from the action on the playing surface.

What is expected?

- Students are to follow all rules that are in effect during the school day at after-school events. Use of controlled substances, swearing, fighting, etc.
- Students are to demonstrate common sense--respect toward fellow students, opponents, players, coaches, and officials.
- Students are to police their own ranks and demand proper behavior from fellow students. One's individual behavior can affect the total group.
- Students are expected to demonstrate respect and pride for the school.

What is specifically expected?

- During the National Anthem, students are to face the flag.
- Proper language is to be used. No swearing or language that is offensive to others will be tolerated. Obscene gestures are unacceptable.
- Dangerous and boisterous behavior, such as pushing, shoving, or fighting and passing of students, is not acceptable.
- The throwing of objects is unacceptable, and could result in an injury or the team being penalized by the contest officials.
- Be concerned with anyone who is injured.
- At halftime, watch performances or presentation
- After the contest, do not tease or belittle the opponent

Consequences in Effect for All Contests

- All regular school rules are in effect. □
- Evicted from the Contest/premises; suspension from school; prohibited from social events; parental conference.

Hall Passes/Classroom Sign Out

Students are required to complete the classroom Sign Out sheet prior to leaving the classroom. Sign out must include date, name, time of departure, location request. Any deviation from the sign out sheet will be considered an infraction with the possibility of disciplinary consequences. Students are not permitted in the halls during class time unless a teacher accompanies them or they have a hall pass from an authorized staff member. Students who are frequently tardy to class, who misuse hall passes, or who have repetitive disciplinary problems, will have these privileges revoked.

Handbook Review

The California Area High School Student Handbook has been made available for parent and student examination.

All students will have an orientation session with the Principal(s) or a district designee. During the session the contents of this policy will be explained to your child. He/She will have the opportunity to ask questions on any section he/she does not understand.

Homeless

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act defines “homeless” as follows: The term “homeless children and youths”

- A. Means individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 103 (a)(1) and
- B. Includes

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings substandard housing, bus or train stations or similar settings.
4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

Illness

If a student feels ill, the student is to report to their scheduled classroom teacher. The teacher will excuse the student to the high school office. The student will be expected to immediately report to the high school office. Office personnel will assist student. The student will be permitted to call a parent / guardian for guidance as to how to proceed. The student MUST call a parent or guardian from the office before being excused to go home or prepare for dismissal.

In Loco Parentis

Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents/guardians. The school's professional staff is operating under Section 1317 of the Pennsylvania School Code. This specifies that "every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the same time he/she is in attendance, including the time required in going to and from his/her home, (on school property, during a school session, or anywhere at a school sponsored activity) as the parents/guardians or persons in parental relation to such pupil may exercise over them."

This concept of in loco parentis clearly sets school personnel apart from law enforcement officials. School administration and staff have the right to conduct searches without warrants. Such searches may be conducted based on conservable less evidence than required by the police. The school district reserves the right to use all legal means to maintain a safe and secure school environment.

Lockers

Each student is assigned a locker at the beginning of the school year. **Students must use the locker they have been issued. Lockers are not to be shared.** Students are responsible for all items in their lockers. Problems with locker security should be reported to the office immediately. Report damaged lockers to the office.

Lockers are school property and may be searched or reassigned by school personnel. Students may use key locks if approved by an administrator.

Use of strong adhesive materials to decorate lockers is prohibited.

Transparent tape is permitted. Decorations may not include balloons, confetti, stickers (stuck to the metal locker) excessive candy, or inappropriate graphics / pictures. The Principal or designee has the right to remove inappropriate materials from lockers.

Periodic inspection of lockers for cleanliness shall occur as deemed appropriate by the administration. Students are responsible for the cost of repair if damage to lockers occurs. Defacing or pasting materials in or on lockers is prohibited.

Anything contained in a student's locker which violates school rules shall be considered the property of the person to whom the locker was assigned unless proven otherwise.

It is the students' responsibility to clean and empty their lockers before the last day of school. Items left in lockers after the last day of school are discarded. The school will assume no responsibility for anything left in a locker.

Lost and Found

Lost and Found items are located in the high school office. Unclaimed items will be disposed after the completion of Semester 1 and then again after the completion of Semester 2.

Medical Health Problems

Students with health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, recent surgery, medications or anything that may limit the student. Although every effort will be made to maintain confidentiality, teachers may be notified of a student's condition in an effort to appropriately accommodate the student.

Medication Policy

The administration of medication to pupils while they are in school is to be avoided, if possible. Treatment schedules that allow doses to be given at home are preferred and encouraged. If the medication must be administered during school hours, the nurse, with documentation from the student's doctor, will be responsible for establishing a safe method to administer such medication.

Medication, which includes prescription and over the counter medicine) must be left in the nurse's office. No medication, including aspirin, is to be kept in a student's possession or locker. Inhaler, with parent and physician permission, may be kept with the student; however the school nurse must be informed.

The medication should be in a well labeled bottle and only the dosage required to be given to the student at school is to be sent. **DO NOT SEND THE ENTIRE PRESCRIPTION.** It is the responsibility of the parent / guardian to be aware of timely prescription refills. Eye medications will not be administered.

Sunscreen is considered a medication which should be applied by a registered nurse when a student is attending a school sanctioned event. If you **DO NOT** allow a high school student to self-apply sunscreen, please notify the nurse in writing stating your wishes.

Nurse's Office

Students who need the services of a nurse MUST report to the high school office.

The nurse's office is provided so that every student can benefit from its services. The following is necessary in order to provide efficient medical attention:

- Every student must have an emergency information form updated, completed and on file.
- Any student with a health problem (e.g., allergies, asthma, diabetes, epilepsy) should have his/her parent/guardian notify the school nurse with specific requirements for treatment.

- All accidents must be reported to the high school office, PE teacher (if applicable), coach/sponsor and the nurse as a matter of record. This does not include injuries sustained outside of the school's jurisdiction.
- No student is permitted to be taken home by another student when ill. Transportation for the student must be provided by a parent/guardian. **Early dismissal due to illness must be communicated through the high school office. Students are not permitted to call home or text from a personal cell phone.**
- No student will be excused to go home when ill without permission from the office administration.
- If the nurse's office health room is closed, students are to report to the main office for assistance.

Any student given permission by the office to leave school to go to a doctor or dentist must present an excuse to the school office from the physician/dentist upon returning to school. When regular visits are necessary, they should be scheduled at varying times so that a particular class is not consistently missed.

Throughout the school term, the nurse arranges physical, dental, eye and hearing examinations for the students. Athletic examinations for all sports, including cheerleading, are completed in the nurse's office.

Obligation Notices/Debts Owed

Students are required to make financial restitution for lost, stolen, or damaged materials (e.g., textbooks, instructional materials, supplies, equipment, etc.) belonging to California Area School District. Cafeteria debts must be cleared upon notification. If an obligation is not fulfilled, the student's report card, diploma and/or transcripts will be held until the obligation is met. No replacement items will be issued until obligations are met.

Parent / Student Communication

Students are permitted to use the phone in the high school office, with teacher permission to be excused from the classroom. If a student becomes ill, the student must first seek permission from the teachers to walk to the office. **Students are not permitted to use cell phones to call home for dismissal.**

Parent / Teacher Communication

California Area High School Teachers are available to communicate with parents/guardians using the following:

- Email teacher via www.calsd.org website. Click on STAFF tab. Click on the teacher's name.
- Teachers are available for 50 minutes of their planning period. Please arrange time and date with the teacher.
- Teachers are available at various times throughout the school day. Please arrange date and time with teacher.

Parents should first contact the teacher. Conference may also be arranged by contacting the guidance counselor or the building principals.

Posters/Circulars/Flyers

All posted information must receive approval by the building principal prior to distribution.

PowerSchool / Parent Portal

Grades, assignments, attendance and cafeteria obligations are available through the district's website (www.calsd.org). Click on the Parent Portal link. Parents and students will be issued a **web ID** and **password**. IDs and Passwords can be reissued through the high school office or Student Services.

Proper Name / Given Name

Students will be addressed by their legal name registered on the child's birth certificate. Students cannot change their name on school documents unless it is a valid legal name change registered through the courts.

Security

All visitors must report to the building office to sign in and receive a visitor's pass.

Student Activities

No student will be eligible to participate in any event or practice if:

- Have not been in attendance for at least one half day.
- Are on behavioral probation
- Must miss detention to participate

Clubs and activities have varying standards for admission. Announcements concerning clubs and activities will be made throughout the school year over the PA system.

Organizations and activities may include the following:

Band/Chorus	Newspaper	Musical/Play	Envirothon
Peer Jury	SADD	NHS	
TFIM	Yearbook	PA Jr. Academy of Science	

Student Assistance Team (SAP)

The high school maintains a Student Assistance Program to help students with issues of mental health, drugs, alcohol, pregnancy, and other impediments to a student's education.

SAP is not a treatment program; it is a systematic process to mobilize school resources to remove barriers to learning and, where necessary, to assist the parent and the student to access services within the community.

Student Driving/Passengers

Students must obtain permission to drive a vehicle to school or be transported by another student. Driving and riding permits are available first to seniors on a first-come, first-serve basis, then to underclassmen. Students must complete the application in the high school office.

Students and parents should also note that one student may not be a passenger in the vehicle of a student driver unless that student is granted permission by both students' parents and the building principal (forms available in the high school office.) Siblings living in the same household need to have a "permission to ride" form on file in the office.

Consideration for one-day or short term driving or riding passes can be made by calling the high school office at least one day prior to the requested day. Emergency driving situations need to be cleared through the office before the student drives to school.

Students are not permitted to drive to MVCTC. MVCTC students must ride the district transportation to and from the MVCTC.

Student drivers are required to ask permission from building principal or HS Office personnel before retrieving items from their parked car. Upon return, the student may be asked to present the retrieved item.

California Area School District considers driving to school to be a privilege which may or may not be granted at the sole discretion of the District. In exercising this discretion, the following rules and regulations shall apply:

1. All student drivers must complete an application with the high school office prior to driving and parking on campus.
2. The school reserves the right to limit driving privileges.
3. Students shall park only in the assigned student parking area.
4. Students shall observe the appropriate traffic safety rules and speed limits on all school property and all access roads.
5. Students shall not have other riders in their car unless the rider has obtained the appropriate permission and is properly registered. Riders who take part in the violation of any of the rules set forth in this section may be subject to the same discipline options as those set forth in the subsequent paragraph for drivers.
6. Students driving to school must have the appropriate identification and permits and shall display the same in the manner directed by school and administration authorities.
7. Students acknowledge that they are in custody and control of any motor vehicle that they drive onto school property. Students further acknowledge that they are responsible for any illegal substances / devices contained in the motor vehicles that are in their custody and control.
8. The District recognizes that the elimination of the possession and use of illegal substances and devices is necessary to maintain discipline in the schools and to protect the safety and welfare of students and school personnel. The District further recognizes that motor vehicles can be a storage space for illegal substances and devices. Every student exercising the driving privileges set forth herein shall execute a consent form to all random canine searches of any vehicles under the student's custody and control, in accordance with the Search and Seizure Policy.
9. The District reserves the right to institute reasonable changes and additions to this policy to better serve the health and safety of all students, as well as the effective administration of the school day.
10. Tardiness to school will be considered a violation of this policy. The fifth tardy to school and each tardy thereafter will be considered a violation of this policy.

When a violation of this section occurs, the following disciplinary responses shall apply:

1. First offense – driving privileges revoked for 5 school days.
2. Second offense – driving privileges revoked for additional days or revoked permanently*
3. Third offense – driving privileges revoked for 20 school days for additional days or revoked permanently*
4. Fourth offense – driving privileges revoked permanently.

The penalties set forth in this section relate to driving privileges only. Nothing in this section shall preclude the school administrators from applying additional disciplinary measures in accordance with the District's disciplinary policies. *at Principal's discretion

Student Guests

Due to concerns for the health, safety and welfare of our students and employees no student guests (unless prior approval has been granted by the building principal) are permitted.

Student Handbook

Student Handbook is available on-line through the district website.

Student Pictures / Yearbook

Individual student pictures are taken each year in the fall. Picture packages are available for purchase. Delivery is usually before Christmas. Yearbooks are available for purchase.

Student Representatives

Nominated, elected and / or selected student representatives are considered to be a privilege. Therefore students may be excluded from participation because they have committed a violation of the Student Handbook or disciplinary code. All school rules identified in the Student Handbook, applicable School Board Policies and bus regulations are to be followed before, during and after the event.

A nominated, elected and / or selected student representative is to dress in a manner that will reflect credit on himself/herself and on the school. Specific regulations concerning dress are to be developed by the teacher, coach or sponsor in charge of the sponsored activity. The type of activity will dictate student attire. A student not wearing suitable attire may be refused participation.

Any nominated, elected and / or selected student representative who willfully violates the Student Handbook or disobeys directions may be disengaged from the sponsored activity. An informal hearing will be held upon return to school to determine a course of action commensurate with the violation, and/or such other restrictions or penalties as may be determined by the high school administration.

Student Wellness

California Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn and our purpose is to teach them.

With this in mind, students, parents and sponsors must adhere to the following:

- Food sold for fundraising shall not take place until after the last lunch.
- Fundraising will not be permitted in the cafeteria during the breakfast or lunch.
- Students are not permitted to order food or have food delivered from outside stores or restaurants.

Substitute Teachers

Substitute teachers have all of the authority and responsibility of regular teachers with respect to classroom management, implementation of curriculum and enforcement of discipline.

Textbook/School Materials

Students are responsible for all textbooks and school materials issued to them by the school district. Students who have lost, stolen or damaged textbooks will be assessed the replacement or repair costs.

Visitors

All visitors are to immediately report to the office upon entering the building.

Parents / guardians are considered visitors. Visitors must sign in/out in the school office. **If any visitor is seen not wearing an identification tag, students must tell a faculty member**

immediately. Student visitors to the school are not permitted without prior approval by the building principal.

Working Permit

A student requiring a working permit must first secure a job. With proper documentation the high school office can furnish a working permit.

Students under the age of 18 must have a work permit before they can begin employment during vacation or after school hours. An application for a work permit is available in the High School Office.

To obtain an application, a parent or guardian **must** appear before an authorized employee. You must also present a document that verifies your age. The Child Labor Law prohibits the use of educational records to be used to verify age, so you will need a birth certificate, baptismal certificate, passport, or photo driver's license as proof of age.

The application is then taken to the prospective employer who must indicate on the application what type of work the student will be doing and what hours the student will be working. The student then gets a physical and the doctor signs the application. When the completed application is returned to the office, a work permit will be issued.

SPECIAL EDUCATION SERVICES

Disability Services

California Area School District provides a free, appropriate, public education to student with a disability. To qualify as a student with a disability the child must be of school age, in need of specially designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State standards: autism/pervasive development disorder, blindness/visual impairment, deafness/hearing impairment, deaf blindness, orthopedic impairment, multiple disabilities, traumatic brain injury, mental retardation, other health impairment, Emotional disturbance, specific learning disability and speech/language impairment.

Services For Handicapped Students

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

Public Notice: Early childhood/Special Education Child Find

Services for Pre-School Children: Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services. Screening for preschool children is available upon request. To schedule an appointment for screening, call 1-800-328-6481, extension 220, or send an e-mail to rothermelb@iu1.k12.pa.us. For additional information contact Barbara Rothermel at 1-800-328-6481, extension 278.

Parents may obtain additional information about special education services and programs and parental due process rights by contacting the child's school principal or the Director of Special Education. Information is also available under Departments—Special Education on the California School District website: www.calsd.org

Annual Handicap Notice

California Area School District does not discriminate against protected handicapped students and the District's responsibilities under Chapter 15.4.

Special Education Awareness Notice

California Area School District does provide early intervention and special education services to meet the needs of our students. The following is a list of the special education services and programs provided by California Area School District.

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Autistic Support	Gifted Education Support
Impaired Support	Speech and Language Support
Learning Support	Blind or Visually
Life Skills Support	Instruction-in-the-Home
Multi-Handicapped Support	Deaf or Hearing Impaired Support
Physical Support	

Written parental consent is required to initiate evaluation and screening activities for their children. Forms may be obtained by contacting the building principal or guidance counselor. Parents will be contacted for parental consent when activities are initiated by California Area School District

Activities that may be involved: intervention strategies, instructional evaluation, academic records, attendance records, classroom observations, intelligence tests, achievement tests, early intervention evaluation, speech and language assessment, life skills evaluation, gross and fine motor assessment, medical, neurological and psychiatric assessment, vocational/occupational assessment, and psychological testing.

Confidentiality of the information obtained is protected as outlined in California Area School District's Student Record Policy. Parents may obtain further information by calling the building principal or guidance counselor for a special education conference

Health Services

School health services are coordinated through the school nurse's office. These services include basic examinations such as vision, hearing, dental, weight and height checks along with state mandated physical examinations. The nurse's office also handles matters requiring first aid.

Medication Policy

Please note that the school is following a new medicine policy. The school nurse is no longer allowed to dispense any medicine unless it is accompanied by a written not from the doctor prescribing the medicine. When a child is ill, parents should get a note from the doctor stating what medicine is to be administered. If a child requires any medicine during school time, a parent should bring it in a clearly marked bottle with the child's name and the name of the

medicine of the bottle or container. The parent or guardian must bring the medicine to the nurse in its original container from the pharmacy. Students are not to bring medicine to school under any circumstances.

Child Abuse

Under the Child Protective Service of Act of 1975, all school district personnel (administrator, teacher, nurse, etc.) are MANDATED by law to report suspected child abuse are made immediately by telephone to the appropriate agency. A concerned citizen may also make a report of suspected child abuse if he or she has reasonable cause to suspect that a child is being abused. You may call childline at 1-800-932-0313. All reports made are strictly confidential and the caller may remain anonymous. Parents and other citizens may use the line without notifying the school especially in cases of preschool children.